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ABSTRACT

The first draft of a proposal for a book tentatively entitled "College and Beyond: Library Information Sources on Careers," this document provides information intended to aid career changers, career counselors, and librarians seeking career information in the library. The book is organized around three principal areas of interest for people going to college to prepare for a career: finding the right job, finding the right school, and finding the right city in which to go to school or work. Within each of these areas the book is arranged in the order that a person might follow if systematically using the library to obtain information about a job, university, or city. Major topics include: (1) employment (getting organized, resumes, career descriptions, internships, potential employer identification, and finding out about a specific company); (2) graduate schools (finding the right school, school and program information, faculty and department research, financial aid sources, examination preparation, international study, and alternative education options); and (3) cities (descriptive overviews, comparative data, employment and earnings, taxes, crime, climate, health, culture, and travel). The locations of sources available in the Bailey/Howe Library at the University of Vermont are indicated and some assignments are included. (CGD)

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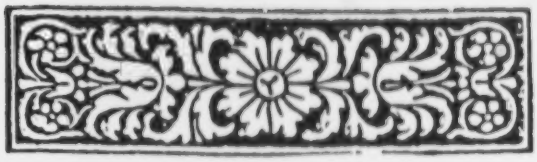

COLLEGE AND BEYOND:
LIBRARY INEORMATION SOURCES ON CAREERS

U.S. DEPARTMENT OF EDUCATION
Office of Educational Research and Improvement
EDUCATIONAL RESOURCES INFORMATION CENTER (ERIC)

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PREPARED BY:

JOE RYAN

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INTRODUCTION

The following pages are the first draft of a proposal for a book tentatively entitled: College and Beyond: Library Information Sources on Careers. The intent of the book is to aid career changers, career counselors and librarians when trying to learn about the career information the library has to offer.

I became interested in career information out of necessity. Questions about future employment and further education are among the most frequently asked at library reference desks where I have worked. This book exists because I got tired of giving people the part of the answer I remembered and kicking myself afterward for not telling the user the rest of the information that I had forgotten.

This book is organized around the three principal areas of interest people going to college (now or in the future) have when it comes to careers. **Finding the right job. Finding the right school. Finding the right city** (in which to go to school or work). Within each of these areas the book is arranged in the order that a person might follow if systematically using the library to obtain information about a job, university or city.

Like all works in progress there is still much to be done. The tasks that I know I have to do include: a section on finding the right undergraduate school; an appendix listing by job title magazines that regularly publish job announcements; a hundred other good sources that I haven't yet discovered; a quick reference index which leads the user to the right source in this book.

I know that this work, even in its unfinished state, will be useful to you. My hope is that I can incorporate some of your thoughts and ideas and experience so as to make the finished product even better. As you use the following pages consider: Is this book organized in the right fashion? Are there areas of career interest which ought to be covered? Are there questions which you get asked for which the library must have an answer (but you don't see it in this work)? Are there sources which you have used successfully in the past which I haven't yet identified? How about a retirement section for faculty and staff?

EMPLOYMENT OPPORTUNITIES

INTRODUCTION

You will find an overview of the job seeking process, job seeking strategies, strategies for getting started and staying motivated by using the sources in the **GETTING ORGANIZED** section. Methods of documenting and presenting you credentials are covered in the **RESUME** section. The **CAREER DESCRIPTIONS** section lists sources which describe different types of careers and suggest places to contact for additional information. The **INTERNSHIP** section lists sources of work experiences which allow you to discover, first-hand, if a career "is really you." The **POTENTIAL EMPLOYER IDENTIFICATION** section aids in finding companies and organizations which may be in need of the skills you possess. The **FINDING OUT ABOUT A COMPANY** (before the interview or before your hired) section describes sources which you can use to ask informed questions about a potential job and working environment.

In addition to the library the user of this workbook may also want to try two other campus resources:

Center for Service Learning
Nicholson Building
41 South Prospect
656-2062

Center For Career Development
Building E
Living/Learning Center
656-3450

GETTING ORGANIZED

It is tough getting started, staying motivated, and knowing where to begin the job search. The anxiety associated with seeking employment is enough to feed a multi-million dollar branch of the publishing industry making selection of a good basic career guide difficult. The current standard career guide, a perennial, best-seller, is:

What Color is Your Parachute. (Bolles, Richard.)
Berkeley, CA: Ten Speed Press.
LOCATION: Reference CALL #: REF/HF/5382.7/.B64
LIBRARY HAS: Latest
LOCATION: B/H Stacks CALL #: 331.128/B638W or HF/5382.7
LIBRARY HAS: Earlier years

GETTING ORGANIZED

Other guides available in the Bailey/Howe Library which users have found helpful in the past listed below. To obtain a complete list of books of this type in the library try **LUIS**. To get a list of current guides (whether owned by the library or not) look in the Subject Guide to Books in Print. The best heading to use in either source is:

Vocational Guidance

Subject Guide to Books in Print.
LOCATION: Ready Reference CALL #: REF/Z/1215/.P973
LIBRARY HAS: Latest

ASSIGNMENT: Using the subject heading Vocational Guidance look at **LUIS** or the Subject Guide to Books in Print and list several books which could be helpful to you in your career search.

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SELECTED GUIDES AVAILABLE AT BAILEY/HOWE

Careers in Fact and Fiction.
Chicago: American Library Association.
LOCATION: Reference CALL #: REF/Z/7164/.V6/B53
LIBRARY HAS: 1985

An offbeat gem....thinking about being a surgeon, logger, accountant when you grow up... why not read a biography, novel or play about what it is really like. This book arranged by career identifies the best novels, plays, biographies, etc.

College Graduates Career Guide. (Ginn.)
N.Y., NY: Charles Scribner's Sons.
LOCATION: Reference CALL #: REF/HF/5381/.G54
LIBRARY HAS: 1981

Harvard Guide to Careers
Cambridge, MA: Harvard University Press.
LOCATION: Reference CALL #: REF/HF/5382.5/.U5/L36
LIBRARY HAS: 1983

I Can be Anything: A Careerbook for Women. (Mitchell, Joyce.)
Princeton, NJ: College Entrance Examination Board.
LOCATION: Reference CALL #: REF/HF/5382.5/.U5/M57
LIBRARY HAS: 1982

GETTING ORGANIZED

SELECTED GUIDES AVAILABLE AT BAILEY/HOWE

Jobs for English Majors and Other Smart People
Princeton, NJ: Peterson's Guides, Inc..
LOCATION: Reference CALL #: REF/HF/5382.7/.M86
LIBRARY HAS: 1982

Where Do I Go from Here with my Life?. (Crystal, J..)
N.Y., NY: Seabury Press.
LOCATION: B/H Stacks CALL #: 331.702/C889W or HF/5381/.C865
LIBRARY HAS: 1974

Who's Hiring Whom. (Lathrop, R..)
Berkeley, CA: Ten Speed Press.
LOCATION: B/H Stacks CALL #: HF/5383/.L34
LIBRARY HAS: 1980

RESUMES

There is a tremendous glut of books of this type. Deep down, what the users of these books really want is to turn to page 27 of one of these manuals and, as if by magic, find their resume already done for them. Experience has shown that the best strategy is to pick a resume book (almost anyone) and choose one of the formats offered and write and re-write "until you can't stand it no more." A word processor helps! So does doing it rather than talking about doing it!!!

To find a resume guide use **LUIS** or Subject Guide to Books in Print under the heading:

Resumes Employment

ASSIGNMENT: Identify a title and call number of a useful resume guide by using **LUIS** or Subject Guide to Books in Print under the heading: Resumes Employment.

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CAREER DESCRIPTIONS

When discovering the careers that you are interested in, and qualified for, good, concise, descriptions are a must. Start with the sources under **TITLES** to find out what a career is called. Then look at the sources under DESCRIPTIONS.

CAREER DESCRIPTIONS

TITLES

Dictionary of Occupational Titles. (U.S. Dept. of Labor.)
Washington, D.C.: Government Printing Office.
LOCATION: Reference CALL #: REF/HB/2595/.U543
LIBRARY HAS: Latest
LOCATION: Documents CALL #: L37.302:0L1
LIBRARY HAS: Latest

Offers definitions of more than 35,000 titles, arranged alphabetically.

DESCRIPTIONS

Encyclopedia of Careers and Vocational Guidance (V1,2). (W. Hopke.)
Chicago, IL: J.G. Ferguson Publishing Co..
LOCATION: Reference CALL #: REF/HF/5381/.E56
LIBRARY HAS: 1985

Jobs
N.Y., NY: Simon and Schuster, Inc..
LOCATION: Reference CALL #: REF/HF/5382.5/.U5/S55
LIBRARY HAS: 1985

Occupational Outlook Handbook. (Dept. Of Labor.)
Washington, D.C.: Government Printing Office.
LOCATION: Reference CALL #: REF/HF5381/.U62
LIBRARY HAS: Latest
LOCATION: Documents CALL #: L2.3
LIBRARY HAS: 1966 to present

SECOND CAREER

Encyclopedia of Second Careers
N.Y., NY: Facts on File, Inc..
LOCATION: Reference CALL #: REF/HF/5384/.H382
LIBRARY HAS: 1984

CAREER DESCRIPTIONS

BUSINESS

Business and Management Jobs
Princeton, NJ: Peterson's Guides, Inc..
LOCATION: Reference CALL #: REF/HF/5382.5/.U5
LIBRARY HAS: Latest

Career Oppurtunity Index
Fountain Valley, CA: Career Research Systems.
LOCATION: Reference CALL #: REF/HF/5382.5/.U5/C373
LIBRARY HAS: Latest

FEDERAL JOBS

Guide to Federal Jobs
Toledo, OH: Resource Directories.
LOCATION: Reference CALL #: REF/HB/2595/.G85
LIBRARY HAS: 1982

Careers In State And Local Government
Garret Park, MD: Garrett Park Press.
LOCATION: Reference CALL #: REF/JK/2465/.Z44
LIBRARY HAS: 1986

INTERNSHIPS

If you are farsighted you can turn a well chosen summer job or internship into an opportunity to tryout a career. To obtain a complete list of books of this type in the library try LUIS. To get a list of current guides (whether owned by the library or not) look in the Subject Guide to Books in Print. The best heading to use in either source is:

Some of the sources which users have found helpful in the past include:

Summer Youth Employment: The Corporate Experience
N.Y., NY: Conference Board, Inc..
LOCATION: B/H Stacks CALL #: HD/6271.2/.U6/L86
LIBRARY HAS: 1983

Directory of Career Training and Development Programs
Santa Monica, CA: Ready Reference Press.
LOCATION: Reference CALL #: REF/HF/5549.5/.T7/D53
LIBRARY HAS: 1979 and 1981 (first supplement)

INTERNSHIPS

Directory of Public Service Internships
Washington, DC: Natl. Soc. for Internships and Exp. Ed..
LOCATION: Reference CALL #: REF/JK/2480/.I6/N38
LIBRARY HAS: 1981

Directory of Washington Internships
Washington, DC: Nat'l Soc. for Internships and Exp. Lrng..
LOCATION: Reference CALL #: REF/L/901/.D575
LIBRARY HAS: 1983/84

Getting Work Experience
N.Y., NY: Dell Publishing.
LOCATION: Reference CALL #: REF/HD/6273/.B38
LIBRARY HAS: 1985

Guide to Summer Camps and Summer Schools
Boston, MA: Porter Sargent Publishers, Inc..
LOCATION: Reference CALL #: REF/GV/193/.G8
LIBRARY HAS: Latest

International Work Camp Directory
Belmont, VT: Volunteers for Peace.
LOCATION: Reference CALL #: REF/HD/6271/.I57
LIBRARY HAS: 1985

Internships (Year)
Cincinnati, OH: Writers' Digest Books.
LOCATION: Reference CALL #: REF/L/901/.I66
LIBRARY HAS: 1983

Learning Vacations. (Eisenberg, G..)
Princeton, NJ: Peterson's Guides, Inc..
LOCATION: Reference CALL #: REF/L/901/.E48
LIBRARY HAS: 1982

National Guide to Ed. Credit for Training Programs
Washington, DC: American Council on Education.
LOCATION: Reference CALL #: REF/LB/3051/.A599
LIBRARY HAS: 1984/85

Overseas Summer Jobs
Cincinnati, OH: Writers' Digest Books.
LOCATION: Reference CALL #: REF/HD/6270/.D5
LIBRARY HAS: 1984

Stopout! Working Ways to Learn. (Mitchell, Joyce.)
N.Y., NY: Avon Books.
LOCATION: B/H Stacks CALL #: LB/1029/.C6/M56 or 378.103/M
LIBRARY HAS: 1979

INTERNSHIPS

Student Guide to Fellowships and Internships
N.Y., NY: E.P. Dutton.
LOCATION: Reference CALL #: REF/LB/2338/.S843
LIBRARY HAS: 1980

Summer Employment Directory of the U.S.
Cincinnati, OH: F and W Publications.
LOCATION: Reference CALL #: REF/HF/5382.5/.U5/S76
LIBRARY HAS: Latest

Internships.
Cincinnati, OH: Writers'' Digest Books.
LOCATION: Reference CALL #: On order
LIBRARY HAS: 1983

Summer Jobs Britain
Cincinnati, OH: Writer's Digest Books.
LOCATION: Reference CALL #: REF/HF/5382.5/.G7/S87
LIBRARY HAS: 1986

Summer Opportunities for Kids and Teenagers
Princeton, NJ: Peterson's Guides, Inc..
LOCATION: Reference CALL #: REF/GV/186/.S85
LIBRARY HAS: 1985

Summer Theatre Jobs
N.Y., NY: Theatre Craft Books.
LOCATION: Reference CALL #: REF/PN/2269/.S8
LIBRARY HAS: 1984

Training and Development Organizations Directory
Detroit, MI: Gale Research Co..
LOCATION: Reference CALL #: REF/HD/30.42/.U5/W37
LIBRARY HAS: 1980

Vacation Study Abroad. (Cohen, G..)
N.Y., NY: Institute of International Education.
LOCATION: Reference CALL #: EF/LB/2375/.S8
LIBRARY HAS: 1984

Work Study Travel Abroad
N.Y., NY: St. Martin's Press.
LOCATION: Reference CALL #: REF/LB/2376/.W48
LIBRARY HAS: 1984/85

You Can Travel Free
Gretna, LA: Pelican Publishing Co..
LOCATION: Reference CALL #: Ref/G/151/.K57
LIBRARY HAS: 1985

INTERNSHIPS

Don't forget the Center for Service Learning mentioned above! Some of the sources available at the Center for Service Learning include:

NATIONAL DIRECTORY OF INTERNSHIPS
VOLUNTEER
WORKING ABROAD
COMMUNITY JOBS
MAKING THE COMMUNITY YOUR CAREER
THE STUDENT GUIDE TO MASS MEDIA INTERNSHIPS
STORMING WASHINGTON: AN INTERN'S GUIDE TO NATIONAL GOVERNMENT
THE EXPERIENCED HAND: A STUDENT MANUAL FOR MAKING THE MOST OF AN INTERNSHIP
FIELD STUDY - A SOURCEBOOK FOR EXPERIENTIAL LEARNING

POTENTIAL EMPLOYER IDENTIFICATION

Once you have identified the type of work you are interested in doing the next step is identifying prospective employers. There are dozens of strategies you can use, from calling Uncle Guido to doing an on campus interview. In the library it means looking for a directory. The most familiar of directories is a **Telephone Directory** (more on that in a minute) but there are thousands of others. How do you find the right one for your circumstances? Would you believe a Directory of Directories?!?

Directory of Directories
Detroit, MI: Gale Research Co..
LOCATION: Ready Reference CALL #: REF/AY/2001/.D57
LIBRARY HAS: Latest

Subtitled "An annotated guide to business and industrial directories, professional and scientific rosters, directory databases and other lists and guides of all kinds." Organized alphabetically within 16 general categories Including: title, publisher, address, telephone, scope of the work, arrangement, pages, price and frequency. Has a title and subject indexes.

Also helpful:

Guide to American Directories.
Coral Springs, FL: B. Klein.
LOCATION: Ready Reference CALL #: REF/Z/5771/.G8
LIBRARY HAS: 1982

POTENTIAL EMPLOYER IDENTIFICATION

ASSIGNMENT: Using the above mentioned directories identify directories of interest to you. Then using **LUIS** look them up to discover if we own them.

DIRECTORY TITLE CALL #

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TELEPHONE DIRECTORIES

The yellow pages of a phone book are an all to frequently overlooked source of information, particularly by those whose search is limited to a specific geographic region. The Bailey/Howe Library's Reference Department has all of the phone books in Vermont, many from New England and most of the major cities of the U.S. Also available are phone books from cities in Canada and overseas. You may obtain phone books for the city of your choice from the local office of the telephone company.

NEWSPAPER DIRECTORIES

Also overlooked are subscriptions to the local newspaper wher you are thinking of relocating. A successful strategy involves subscribing to the Sunday edition of the paper for several months prior to your move. In edition to the employment ads the business section can offer unexpected job leads. A newspaper can frequently offer the quickest introduction to a locale and help you decide if you really want to live there.

But how do you find out subscription information for that distant newspaper? Try:

POTENTIAL EMPLOYER IDENTIFICATION

NEWSPAPER DIRECTORIES

Gale Publications Directory
Detroit, MI: Gale.
LOCATION: Ready Reference CALL #: REF/Z/6951/.A97
LIBRARY HAS: Latest

Annual publication listing newspapers and periodicals printed in the United States, Puerto Rico, Virgin Islands, Canada, Bermuda, Panama, and the Philippines. Catalog of American newspapers, dailies, weeklies, monthlies, and quarterlies is arranged by state or province, then city. Listing includes name, frequency, subscription price, circulation, names of editors, and publishers. Has descriptive and statistical matter about each state and good maps.

Useful for international newspapers is:

Editor and Publisher International Yearbook.
New York: Editor and Publisher.
LOCATION: Reference CALL #: REF/Z/6940/.E34
LIBRARY HAS: Latest

ASSIGNMENT: Using the above sources locate the name and subscription information for the largest newspaper in a city in which you have always wanted to live.

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NEWSPAPERS AT THE BAILEY/HOWE LIBRARY

The following are newspapers currently received at the Bailey/Howe of the University of Vermont:

Amsterdam (N.Y.) News
Bennington (VT.) Banner
Boston Globe
Brattleboro (VT) Reformer
Burlington Free Press
Caledonian Record (VT)
Chicago Tribune
Christian Science Monitor
Daily World (N.Y.)
Guardian (N.Y.)
Los Angeles Times

POTENTIAL EMPLOYER IDENTIFICATION

NEWSPAPERS AT THE BAILEY/HOWE LIBRARY

Militant (N.Y.)
N. Y. Times
Rutland Herald
St. Albans Messenger
Shopper (VT)
Times Argus (VT)
Valley News (VT)
Variety (N.Y.)
Village Voice (N.Y.)
Wall Street Journal
Washington Post

MAGAZINE DIRECTORIES

Two types of magazines can be particularly helpful in your job search: regional magazines and subject specific or trade magazines. Regional magazines may be the only way to find out information about a small, private, or closely held, company. Trade magazines are magazines devoted to a specific industry or specialized subject. These magazines are the best method of keeping up with the current trends, companies and people in the industry in which you are interested.

The best news is that frequently subscriptions are available for free!!

How do you identify the specialized publications in your area of interest? try these:

Standard Periodical Directory
N.Y., NY: Oxbridge Communications, Inc..
LOCATION: Ready Reference CALL #: REF/Z/6951/.S78
LIBRARY HAS: 1983-84

Alphabetical subject arrangement with index of titles and subjects. Information given includes name and address of publisher, editorial content and scope, subscription rates and advertising rates.

Ulrich's International Periodical Directory
N.Y., NY: R.R. Bowker Co..
LOCATION: Ready Reference CALL #: REF/Z/6941/.U5
LIBRARY HAS: Latest

POTENTIAL EMPLOYER IDENTIFICATION

MAGAZINE DIRECTORIES

Ulrich's Irregular Serials and Annuals
N.Y., NY: R.R. Bowker Co..
LOCATION: Ready Reference CALL #: REF/Z/6941/.I78
LIBRARY HAS: Latest

International coverage for annual publications and irregular serials. Arrangement is by subject with title and ISSN indexes in the back.

ASSIGNMENT: Using the library resources listed above identify several magazines of potential interest to you and list subscription information.

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DIRECTORIES AVAILABLE AT THE BAILEY/HOWE LIBRARY

The following is a list of directories available at the Bailey/Howe Library which users have found helpful in the past.

ADVERTISING

Standard Directory of Advertisers.
Wilmatte, IL: National Register.
LOCATION: Reference CALL #: REF/HF/5805/.S617
LIBRARY HAS: Latest

Standard Directory of Advertising Agencies .
Wilmatte, IL: National Register.
LOCATION: Reference CALL #: REF/HF/5805/.S72
LIBRARY HAS: Latest

ASSOCIATIONS

Encyclopedia of Associations.
Detroit: Gale.
LOCATION: Ready Reference CALL #: REF/AS/22/.E5
LIBRARY HAS: Latest

POTENTIAL EMPLOYER IDENTIFICATION

DIRECTORIES AVAILABLE AT THE BAILEY/HOWE LIBRARY

BUSINESS

College Placement Annual
Bethlehem, PA: College Placement Council Inc..
LOCATION: Reference CALL #: REF/HF/5382.5/.U5/L6
LIBRARY HAS: Latest

Million Dollar Directory. (P. Hamilton.)
N.Y., NY: Dun and Bradstreet, Inc..
LOCATION: Reference CALL #: REF/HC/102/.D8
LIBRARY HAS: Latest

Volumes provide information on more than 160,000 U.S. companies, each with a net worth of $500,000 or more. Complete geographic and line of business cross reference index included.

Standard and Poor's Register
N.Y., NY: Standard and Poor's Corp..
LOCATION: Ready Reference CALL #: REF/HG/4057/.A4
LIBRARY HAS: Latest

Directory of U.S. and Canadian companies. Three volumes. Volume 1: Corporations, alphabetically arranged with address, SIC #, sales, officers' and directors' names; Volume 2: Directors and executives with brief biographical data; Volume 3: Indexes including SIC and geographical.

Ward's Directory
N. Petaluma, CA: Baldwin H. Ward.
LOCATION: Reference CALL #: REF/HG/4057/.A1/W37
LIBRARY HAS: Latest

Where the Jobs Are
Radnor, PA: Chilton Book Co..
LOCATION: Reference CALL #: REF/HF/5381/.A1/W5
LIBRARY HAS: 1982

POTENTIAL EMPLOYER IDENTIFICATION

DIRECTORIES AVAILABLE AT THE BAILEY/HOWE LIBRARY

COMPUTER SCIENCE

Data Processing/Information Technology Job Finder.
Englewood Cliffs, NJ: Prentice-Hall, Inc..
LOCATION: Reference CALL #: REF/QA/76.25/.D28
LIBRARY HAS: 1981

Peterson's Guide to Engineering, Sci., & Computer Jobs.
Princeton, NJ: Peterson's Guides, Inc..
LOCATION: Reference CALL #: REF/TA/157/.E53
LIBRARY HAS: 1986

ENERGY

Solar Jobs Book
Andover, MA: Brick House Publishing Co.
LOCATION: Reference CALL #: REF/HD/9681/.U62/E74
LIBRARY HAS: 1980

ENGINEERING

Professional Engineering Directory
Atlanta, GA: Bell South National Publishing.
LOCATION: Reference CALL #: REF/TA12/.P76
LIBRARY HAS: 1985

Professional Engineering Examiniations
Atlanta, GA: BellSouth National
LOCATION: Reference CALL #: REF/TA/12/.P76
LIBRARY HAS: 1985

ENVIRONMENT

Environmental Jobs Handbook
Gaithersburg, MD: Prospect Press.
LOCATION: Reference CALL #: REF/TD/156/.E57
LIBRARY HAS: 1982

POTENTIAL EMPLOYER IDENTIFICATION

DIRECTORIES AVAILABLE AT THE BAILEY/HOWE LIBRARY

MUSEUMS

Official Museum Directory.
Wilmatte, IL: National Register.
LOCATION: Reference CALL #: REF/AM/10/.A2/O4
LIBRARY HAS: Latest

RESEARCH CENTER

Research Centers Directory.
Detroit, Gale.
LOCATION: Reference CALL #: REF/AS/25/.P5
LIBRARY HAS: Latest

RETAIL

Sheldon's Retail Directory of Largest Department Stores, Women's Speciality Stores, Chain Stores etc.
Fairview, NJ: Phelon, Sheldon and Marsar.
LOCATION: Reference CALL #: REF/HF/5429.3/.S52
LIBRARY HAS: Latest

WOMEN

Directory of Special Opportunities for Women
Garrett Park, MD: Garrett Park Press.
LOCATION: Reference CALL #: REF/HD/6058/.O8
LIBRARY HAS: 1981

BY CITY

How To Get A Job In Chicago
Chicago, IL: Surrey Books.
LOCATION: Reference CALL #: REF/HF/5382.75/.U62/C43
LIBRARY HAS: 1986

How To Get A Job In Dallas/Fort Worth
Chicago, IL: Surrey Books.
LOCATION: Reference CALL #: REF/HF/5382.75/.U62/C353
LIBRARY HAS: 1984

POTENTIAL EMPLOYER IDENTIFICATION

DIRECTORIES AVAILABLE AT THE BAILEY/HOWE LIBRARY

BY CITY

How To Get A Job In Los Angeles
Chicago, IL: Surrey Books.
LOCATION: Reference CALL #: REF/HF/5382.75/.U62/K53
LIBRARY HAS: 1985

How To Get A Job In Chicago
Chicago, IL: Surrey Books.
LOCATION: Reference CALL #: REF/HF/5382.75/.U62/N53
LIBRARY HAS: 1986

INTERNATIONAL

Careers in International Affairs
Washington, DC: Georgetown University.
LOCATION: Reference CALL #: REF/JX/293/.U6/S5
LIBRARY HAS: 1982

How to Get a Job Overseas
N.Y., NY: Arco Publishing, Inc..
LOCATION: Reference CALL #: REF/HF/5549.5/.E45/C35
LIBRARY HAS: 1984

Looking for Employment in Foreign Countries. (Angel, Juveaal L..)
N.Y., NY: World Trade Academy Press.
LOCATION: Reference CALL #: HF/5549.5/.E45/A9/1985
LIBRARY HAS: 1985

Overseas Summer Jobs
Cincinnati, OH: Writers' Digest Books.
LOCATION: Reference CALL #: REF/HD/6270/.D5
LIBRARY HAS: 1984

Prentice-Hall Global Employment Guide. (Powell.)
Englewood Cliffs, NJ: Prentice-Hall, Inc..
LOCATION: Reference CALL #: REF/HF/5549.5/.E45/P69
LIBRARY HAS: 1983

POTENTIAL EMPLOYER IDENTIFICATION

DIRECTORIES AVAILABLE AT THE BAILEY/HOWE LIBRARY

ASSIGNMENT: Using the directories mentioned above identify by name and address, five companies or organizations in which you might be interested in working.

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FINDING OUT ABOUT A COMPANY

Once you have identified several companies of interest you can take a closer look at each of them to better determine their suitability and prepare you for the application and interviewing process.

Perhaps the single most overlooked source of information about a company is the company itself. Some people have the idea that asking a potential employer what they do and how well they do it is cheating?! Don't be afraid to ask ... and ask often.

Ask for the companies annual report. Ask for any special manuals put together by the personnel offices of large companies for prospective employees. These are frequently available at career development offices for companies conducting interviews on campus. In the Bailey/Howe Library ask for:

Q-File.
St. Petersburg, FL: Q-Data.
LOCATION: Reference Microform Area CALL #: REF/HG/4961/.Q3
LIBRARY HAS: 1982 to present

Contains annual reports or 10-K reports (contains information similar to annual reports) for many publicly owned companies.

Two other frequently overlooked, valuable, sources of information on an individual company are the Better Business Bureau's report on the company (call in the city where the city is located) and the local Chamber of Commerce data on the firm (probably a visit when you are in town). See the following sources for address information:

FINDING OUT ABOUT A COMPANY

Johnson's World Wide Chamber of Commerce Directory
Coveland, CO: Johnson Publishing.
LOCATION: Reference CALL #: REF/HF/294/.J63
LIBRARY HAS: 1985

Lists Chambers of Commerce by state and city giving for each: manager or president, address, telephone number. In addition the volume provides: foreign chambers in principal cities; the Dean of the Diplomatic Corps and order of precedence; foreign embassies and consular offices and officers in the U.S.; and U.S. consulates and embassies and their officers worldwide.

World Directory of Chambers of Commerce
Paris, France: ICC Service.
LOCATION: Reference CALL #: REF/HF/294/.W67
LIBRARY HAS: 1981

ASSIGNMENT: Write for information on your company and attach letter to this workbook.

There is a wide variety of information available from libraries on specific companies. The general principle to keep in mind is the larger the organization or company the more the information available. For the very large (Fortune 500) companies the amount of information available is both daunting and confusing.

For a detailed guide to information available about a company and how to find it, both in and outside the library, see:

How To Find Information About Companies
Washington, DC: Washington Researchers.
LOCATION: Reference CALL #: REF/HD/2791/.W37
LIBRARY HAS: 1987

Perhaps the best way of identifying the types of information to look for on a company is to put in the context of the question: What information do I want to know about an organization before I interview with the company? For a good introduction to the subject see Joseph T. Straub's book, The Job Hunt: How to Compete and Win, Chapter 3, "The Care and Feeding of Campus Recruiters".

The Job Hunt: How to Compete and Win.
Englewood Cliffs, NJ: Prentice-Hall.
LOCATION: Reference CALL #: REF/HF/5382.7/.S77
LIBRARY HAS: 1981

FINDING OUT ABOUT A COMPANY

Some of the questions Straub suggests may be appropriate in your company search:

Sales Performance and Profitability
Are there new products being developed and introduced?
Expected change in product demand
Industry Rank; recent dramatic change
Market performance
Recent acquisitions -- Acquisition target?
Pending Lawsuits?
Awards?
Size of company as compared to the industry leader
Divisions within the company that make the greatest contribution to profitability
Are Training programs available?
Dependency on government contracts?
Concentration of Divisions in one Geographic location -- Can you live there?
Executive biographies

Use the following sources to find the answers to these and other commonly asked questions:

GUIDE TO BUSINESS INFORMATION

Business Information Sources (Daniells).
Berkeley, CA: University of California Press.
LOCATION: Ready Reference CALL #: REF/Z/7164/.C81/D16
LIBRARY HAS: 1985

FINANCIAL INFORMATION

PUBLICLY HELD

Moody's Manuals.
New York: Dun & Bradstreet.
LOCATION: Reference Index Table CALL #: REF/HG/4961/.M67
LIBRARY HAS: Latest

A good, concise summary of standard financial information on companies listed on U.S. exchanges. This service consists of seven volumes the most frequently used is the Industrial Manual. Use the Moody's Complete Corporate Index to find out which volume has your company. Worth reading and readable even by the "uninitiated." Use the blue "alphabetical index" in the front to find the page reference for your company. To bring the financial information up to date use Moody's News Reports.

FINDING OUT ABOUT A COMPANY

FINANCIAL INFORMATION

PUBLICLY HELD

Stock Market Encyclopedia.
New York: Standard & Poor's.
LOCATION: Refernece Index Teble CALL #: REF/HG/4057/.A46
LIBRARY HAS: Latest

Provides a single fact-packed sheet on 750 large, actively traded companies (including the S & P 500) published four times a year.

Value Line Investment Survey.
New York: A. Bernhard & Co.
LOCATION: Ask at Periodicals Desk LIBRARY HAS: Latest

Provides single page reports on 1700 companies in 95 industries revised quarterly.

ASSIGNMENT: Using the sources above xerox a profile on your company's financial health and attach to this workbook.

INDUSTRY SURVEYS

Once you have information on an individual company you will want to have some points of comparison. The two most common ways are (1) to pick the industry leader and gather the same information and compare, or (2) use the industry surveys listed below.

U. S. Industrial Outlook.
Washington D.C.: Department of Commerce.
LOCATION: Reference Index Table CALL #: REF/HC/106.5/.A17
LIBRARY HAS: Latest

Covers 350 industries.

Standard & Poor's Industry Surveys.
New York: Standard & Poor's.
LOCATION: Reference Index Table CALL #: REF/REF/HC/106.6/.S74
LIBRARY HAS: Latest

Covers 33 industries updated quarterly and annually. For each industry there is a "Basic Analysis" (about 40 pages) revised annually and a short "Current Analysis" (about 8 pages) updated three times a year.

FINDING OUT ABOUT A COMPANY

CURRENT NEWS

Probably the best section to look in when you have done nothing else to prepare for an interview besides dust off your suit.

MAGAZINES

The following sources are geared to the business aspects of a variety of companies and organizations. If your interest is in the non-profit or governmental sectors there may be better sources to consult. Ask at the REFERENCE DESK.

F and S Index of Corporations and Industries
Cleveland, OH: Predicasts, Inc..
LOCATION: Reference CALL #: REF/Z/7165/.U5/F23
LIBRARY HAS: 1973 to present

An index to periodical articles and other references on U.S. corporations and industries as a whole and on individual corporations. The best source to find recent information on individual companies, including those privately held.

Business Periodicals Index
Bronx, NY: H.W. Wilson.
LOCATION: Reference CALL #: REF/Z/7164/.C81/B983
LIBRARY HAS: 1958 to present

A cumulative subject index to periodicals on general business, banking and individual industries. Also indexes book reviews in a separate section.

ASSIGNMENT: Using the sources listed above list several citations to articles of potential interest to you. Using the UVM Periodical List find out if we have the magazine and where.

MAGAZINE CITATION LIBRARY LOCATION

FINDING OUT ABOUT A COMPANY

SPECIAL ISSUES IN MAGAZINES

Special issues of magazines, particularly trade publications, can be a valuable (indeed it may be the only) source of industry trends, salary data etc. Check the following sources for information on your industry:

Guide to Industry Special Issues.
Cambridge, MA: Ballinger.
LOCATION: Ready Reference CALL #: REF/Z/7164/.C81/G84
LIBRARY HAS: 1984

Guide to Special Issues and Indexes of Periodicals.
Washington, D.C.: Special Libraries Association.
LOCATION: Ready reference CALL #: REF/Z/7164/.C81/G85
LIBRARY HAS: 1985

ASSIGNMENT: Using the sources listed above list several citations to special issues of magazines of potential interest to you. Then, using the UVM Periodical List, check to see if we own the magazine and where.

MAGAZINE CITATION LIBRARY LOCATION

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NEWSPAPERS

National Newspaper Index
Menlo Park, Ca: Information Access Co..
LOCATION: ARC CALL #: Micro in Ref.
LIBRARY HAS: 1979 to present

Covers the major national newspapers including the Wall Street Journal, N. Y. Times, Washington Post, Christian Science Monitor, L. A. Times, for the most recent five years. the best place for current newspaper information.

FINDING OUT ABOUT A COMPANY

NEWSPAPERS

Wall Street Journal Index. (S.T. Russin.)
N.Y., NY: Wall Street Journal.
LOCATION: Reference CALL #: REF/Z/7164/.F3/W34
LIBRARY HAS: 1960 to present

Based on the final Eastern edition. Part one includes corporate news (indexed by company name). A general index is found in deaths, and theater reviews. Only problem; the index is often a year behind. For the current year use National Newspaper Index.

ASSIGNMENT: Using the sources listed above list several citations to newspaper articles of potential interest to you. If there is more than one edition listed be sure to note all of them in your citation. The newspapers are all located on the second floor of the Bailey/Howe Library in the MICROFORM AREA.

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TRAINING PROGRAMS

One factor in deciding to work for an individual company is the availability of a corporate training program. The following sources assist you in identifying these companies.

Corporate Tuition Aid Programs of Employees
Princeton, NJ: Conference University Press.
LOCATION: Reference CALL #: REF/HF/5549.5/.T7/047
LIBRARY HAS: 1986

Directory of Career Training and Development Programs
Santa Monica, CA: Ready Reference Press.
LOCATION: Reference CALL #: REF/HF/5549.5/.T7/D53
LIBRARY HAS: 1979 and 1981 (first supplement)

FINDING OUT ABOUT A COMPANY

TRAINING PROGRAMS

National Guide to Ed. Credit for Training Programs
Washington, DC: American Council on Education.
LOCATION: Reference CALL #: REF/LB/3051/.A599
LIBRARY HAS: 1984/85

Training and Development Organizations Directory
Detroit, MI: Gale Research Co..
LOCATION: Reference CALL #: REF/HD/30.42/.U5/W37
LIBRARY HAS: 1980

SALARIES

Perhaps the most ticklish issues to resolve with a new employer are those connected with salary. Finding out the true value of an salary as compared to the cost of living can suddenly make the $15,000 offer in Des Moines look better than the $20,000 bid in New York City. The following sources will assist you in this task. See also the Cost of Living and Tax sections of the CITIES workbook.

America's Paychecks. (D. Harrop.)
N.Y., NY: Facts on File, Inc..
LOCATION: Reference CALL #: REF/HD/4975/.H33
LIBRARY HAS: 1980

American Almanac of Jobs and Salaries. (J. Wright.)
N.Y., NY: Avon Books.
LOCATION: Reference CALL #: REF/HD/8038/.U5/W74
LIBRARY HAS: 1984
LOCATION: B/H Stacks CALL #: 331.119/W933A or HD/8038/.U5
LIBRARY HAS: 1982

Employment and Earnings. (Bureau of Labor Stat.)
Washington, D.C.: Government Printing Office.
LOCATION: Documents CALL #: L2.41/2:
LIBRARY HAS: 1954 to present

FINDING OUT ABOUT A COMPANY

SALARIES

Handbook of Labor Statistics
Washington, DC: Dept. of Labor.
LOCATION: Reference CALL #: REF/HD/8051/.A62
LIBRARY HAS: 1985
LOCATION: Documents CALL #: L2.3/5:
LIBRARY HAS: 1969 to present

Summarizes information and statistics from the various publications of the Bureau, and from other government publications on related subjects. "In general, each table is complete historically, beginning with the earliest reliable consistent data..."

BIOGRAPHICAL INFORMATION

Biography and Genealogy Master Index.
Detroit: Gale.
LOCATION: Ready Reference CALL #: REF/Z/5305/.U5/B56
LIBRARY HAS: 1975 to present

Look under the person you are trying to find in each year of the index. The entry under the person's name will give you a coded form of a title of a biographical source. Look on the front inside cover to get the full title of the book. Then use LUIS to find out if the library has the book you need.

GRADUATE SCHOOLS

INTRODUCTION

Deciding if graduate school is for you, getting a clear understanding of the environment, tasks, application procedures and pressures associated with this career path is covered in the **GETTING ORGANIZED** section. The identification of graduate schools which offer degrees in subjects you are interested in pursuing is covered in the **FINDING THE RIGHT SCHOOL** section. Obtaining more information about the schools you have identified as potentially interesting can be found in the **SCHOOL AND PROGRAM INFORMATION.** Learning more about your potential teachers is covered in the **FINDING OUT ABOUT THE FACULTY** section. Sources of information on finding money to pay for your education are covered in the **FINANCIAL AID -- GETTING STARTED, FINANCIAL AID SOURCES,** and **FINANCIAL AID -- GRANTS** sections. Aids to sucessful test taking (GRE etc.) are discussed in the **EXAMINATION PREPARATION SECTION.** The last sections: **INTERNATIONAL STUDY** and **ALTERNATIVE EDUCATION OPTIONS** will aid you in pursuing graduate study abroad or independently.

GETTING ORGANIZED

There are hundreds of books which try to assist special audiences of people in planning for graduate work, a sampling of these books follow. To identify current books which might be of use to you look at SUBJECT GUIDE TO BOOKS IN PRINT under the following subject heading: UNIVERSITIES AND COLLEGES--GRADUATE STUDY

SUBJECT GUIDE TO BOOKS IN PRINT.
LOCATION: Ready Reference Area CALL #: REF/Z/1215/.P973
LIBRARY HAS: Latest

ASSIGNMENT: Using the subject heading: UNIVERSITIES AND COLLEGES--GRADUATE STUDY in the Subject Guide to Books in Print list a book that will assist you in your graduate school search:

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GETTING ORGANIZED

SELECTED LIBRARY RESOURCES

Dissertation Proposal Guide.
Springfield, IL: Charles C. Thomas.
LOCATION: Reference CALL #: REF/LB/2369/.G26

How to Complete and Survive a Doctoral Dissertation. (Sternberg.)
N.Y., NY: St. Martin's Press.
LOCATION: B/H Stacks CALL #: LB/2386/.S74
LIBRARY HAS: 1981

Sucessful Dissertations and Theses.
San Francisco: Jossey-Bass.
LOCATION: Reference CALL #: REF/LB/2369/.M32
LIBRARY HAS: 1983

Winning the Ph. D. Game
N.Y., NY: Dodd, Mead and Co..
LOCATION: Reference CALL #: REF/LB/2371/.M66
LIBRARY HAS: 1985

Writing And Defending a Thesis or Dissertation ...
Springfield, IL: Charles C. Thomas, Pub..
LOCATION: B/H Stacks CALL #: BF/76.5/.M36
LIBRARY HAS: 1980

ASSIGNMENT: Using Winning the Ph.D. Game, Chapter 2 list several important criteria you can use when picking the best graduate program for you:

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FINDING THE RIGHT SCHOOL

The first two significant choices you will make are what type of program (discipline or major) will you study and what will be the location (city) that you live in when you pursue your degree.

The most common method of identifying universities with programs you are interested in is the following two sources:

College Blue Book
N.Y., NY: Macmillan Publishing Co., Inc..
LOCATION: Reference CALL #: REF/LA/226/.C685
LIBRARY HAS: Latest

Begin with v. 3 Degrees offered by subject and college and look up the subject(s) of interest. Then use v. 1 Narrative Description (which is arranged by state then by school) to obtain more information on the university.

Index of Majors
N.Y., NY: College Board.
LOCATION: Reference CALL #: REF/L/901/.C744
LIBRARY HAS: 1985/86

Peterson's Annual Guide to Graduate Study
Princeton, NJ: Peterson's Guides, Inc..
LOCATION: Reference CALL #: REF/L/901/.P46
LIBRARY HAS: 1983

An annually updated reference set (5 volumes) providing information on graduate and professional programs offered by accredited colleges and universities in the U.S. and Canada. Individual volume coverage is as follows: Book 1 - Graduate and Professional Programs; an Overview; Book 2 - Humanities and Social Sciences; Book 3 - Biological, Agricultural, and Health Sciences; Book 4 - Physical Sciences and Mathematics; Book 5 - Engineering and Applied Sciences.

ASSIGNMENT: Using the sources above, list a major and schools which might be of interest to you.

MAJOR: _____

SCHOOL: STATE: HIGHEST DEGREE OFFERED:

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SCHOOL AND PROGRAM INFORMATION

Once you have identified a school which has a program of interest you will want to find out more about the school and campus environment, admissions and examination requirements, faculty etc. Look in **COLLEGE HANDBOOKS** for the name, address and phone number of the appropriate university personnel. Your best information will be obtained from contacting the school early and as often as necessary. Check to see if your **SPECIFIC PROGRAMS** have a **GUIDE TO DEPARTMENT** or RATING OF PROGRAM section.

COLLEGE HANDBOOKS

College Blue Book
N.Y., NY: Macmillan Publishing Co., Inc..
LOCATION: Reference CALL #: REF/LA/226/.C685
LIBRARY HAS: Latest

Five distinct volumes giving directory and statistical information about American colleges, technical schools and training programs. Includes; v.1 Narrative description; v.2 tabular data; v.3 Degrees offered by subject and college; v.4 Occupational Education; v.5 Scholarships, Fellowships... Not always accurate or up-to-date.

Graduate Programs and Admissions
Princeton, NJ: Educational Testing Service.
LOCATION: Reference CALL #: REF/LB/2386/.S74
LIBRARY HAS: 1981-83

Guide to American Graduate Schools
N.Y.,NY: Penguin Books.
LOCATION: Reference CALL #: REF/L/901/.D65
LIBRARY HAS: 1982

Peterson's Annual Guide to Graduate Study
Princeton, NJ: Peterson's Guides, Inc..
LOCATION: Reference CALL #: REF/L/901/.P46
LIBRARY HAS: 1983

An annually updated reference set (5 volumes) providing information on graduate and professional programs offered by accredited colleges and universities in the U.S. and Canada. Individual volume coverage is as follows: Book 1 - Graduate and Professional Programs; an Overview; Book 2 - Humanities and Social Sciences; Book 3 - Biological, Agricultural, and Health Sciences; Book 4 - Physical Sciences and Mathematics; Book 5 - Engineering and Applied Sciences.

SCHOOL AND PROGRAM INFORMATION

ASSIGNMENT: Using one of the above sources list the name, address and phone number of schools of interest to you:

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RATING OF PROGRAMS

Reports which cover individual subjects (eg. law schools) are listed in the **SPECIFIC PROGRAMS** section. The following guides rank many different programs.

Acredited Institutions of Postsecondary Education
N.Y., NY: American Council on Education.
LOCATION: Reference CALL #: REF/L/901/.A43
LIBRARY HAS: 1984-85

Assessment of Research-Doctorate Programs in the U.S.
Washington, DC: National Academy Press.
LOCATION: Reference CALL #: REF/LB/2371/.A78
LIBRARY HAS: 1982

Gourman Report. (J. Gourman.)
Los Angeles, CA: National Education Standards.
LOCATION: Reference CALL #: REF/LB2341/.G63
LIBRARY HAS: 1983-84
LOCATION: B/H Stacks CALL #: 378.1/G743go
LIBRARY HAS: 1980

SCHOOL AND PROGRAM INFORMATION

RATING OF PROGRAMS

ADDITIONAL GENERAL SOURCES

Webster, David S. "America's Highest Ranked Graduate Schools, 1925-1982." Change 15, 4 (May/June 1983) 14-24.

Johnson, D. Gale. A Rating of Graduate Programs. Washington, D.C. American Council on Education, 1970. 14p. A Report of the American Council on Education. ERIC ED046345.

SPECIFIC PROGRAMS

(N.B. If the designation "see PAMPHLET FILE" appears on a source listed below then look in the PAMPHLET FILE near the Reference Desk of the Bailey/Howe Library.)

AGRICULTURAL ECONOMICS

RATING OF PROGRAM

Tauer, Loren W. and Janelle R. Tauer. "Ranking Doctoral Programs by Journal Contributions of Recent Graduates." American Journal of Agricultural Economics, 66 (May 1984) 170-172. (see PAMPHLET FILE)

ART HISTORY see HUMANITIES

ARCHITECTURE

GUIDE TO DEPARTMENT

Architecture Schools in North America
Princeton, NJ: Peterson's Guides, Inc..
LOCATION: Reference CALL #: REF/NA/2105/.A73
LIBRARY HAS: 1982

ASTRONOMY see PHYSICS

BIOCHEMESTRY see BIOLOGY

SCHOOL AND PROGRAM INFORMATION

SPECIFIC PROGRAMS

BIOLOGY

Jones, Lyle V., Editor and others. An Assessment of Research-Doctorate Programs in the United States: Biological Sciences. Conference Board of Associated Research Councils. Washington, D.C.: National Academy Press, 1982. 255p. ISBN-0-309-03340-3 (Product of the Committee on an Assessment of Quality-Related Characteristics of Research-Doctorate Programs in the United States. (ERIC ED243674).

"616 Programs in Biological Sciences Rated in New Assessment of Quality of Graduate Education." Chronicle of Higher Education, 25 14-16 January 12, 1983. (Reports on the National Academy Press study). (see PAMPHLET FILE)

Roberts, Leslie. "Ranking Doctorate Programs in Biological Sciences." BioScience 33 (March 1983) 163-164. (see PAMPHLET FILE)

BOTANY see also BIOLOGY

GUIDE TO DEPARTMENT

Guide to Graduate Study in Botany for U.S. and Canada
Lexington, KY: Botanical Society of America.
LOCATION: Reference CALL #: REF/QK/1/.G84
LIBRARY HAS: 1977

BUSINESS see also Economics and Finance

GUIDE TO DEPARTMENT

Barron's Guide to Graduate Business Schools. (E. Miller.)
Woodbury, NY: Barron's Educational Series, Inc..
LOCATION: Reference CALL #: REF/HF/1131/.M54
LIBRARY HAS: 1980 (Eastern Edition)

Official Guide to MBA Programs, Admissions and Careers. (C. Kurst.)
Princeton, NJ: Educational Testing Service.
LOCATION: Reference CALL #: REF/HF/1131/.O4x
LIBRARY HAS: 1984

SCHOOL AND PROGRAM INFORMATION

SPECIFIC PROGRAMS

BUSINESS

RATING OF PROGRAM

Trinkaus, John and Murray Greenberg. "Nontraditional MBA Programs: An Industry Survey." Journal of Business Education. 58 (April 1983) 270-272. (see PAMPHLET FILE)

Brooker, George and Phillip Shinoda. "Peer Ratings of Graduate Programs for Business." Journal of Business, 49 (April 1976) 240-251. (see PAMPHLET FILE)

Browning, Graeme. "Rankings Don't Rate But Kellog Does." Chicago Sun-Times Business & Finance Section, (October 27, 1985) 1, 7. (see PAMPHLET FILE)

Kaufman, George G. "Rankings of Finance Departments by Faculty Representation on Editorial Boards of Professional Journals." Journal of Finance, 39, (September 1984) 1189-1197. (see PAMPHLET FILE)

Moore, Laurence J. and Bernard W. Taylor III. "Study of Institutional Publications in Business-Related Academic Journals." Quarterly Review of Economics and Business. 20, (Spring 1980) 87-97. (see PAMPHLET FILE)

CHEMISTRY see also PHYSICAL SCIENCES

RATING OF PROGRAM

Griskey, Richard G. "Ranking ChE Departments in Terms of Productivity Indices." Chemical Engineering Education, 12 2 (1978) 65-70.

"Urbana Dominates Graduate Rankings." Chemical & Engineering News. 63 (April 22, 1985) 57. (see PAMPHLET FILE)

Fahien, Ray W. "The Ranking of Departments: Is Productivity the Same as Quality?" Chemical Engineering Education, 12 2 (1978) 64-65.

CLASSICS see HUMANITIES

SCHOOL AND PROGRAM INFORMATION

SPECIFIC PROGRAMS

COMMUNICATIONS see also SPEECH COMMUNICATIONS and FILM AND T.V.

RATING OF PROGRAM

Vincent, Richard C. "Broadcast Research Productivity of U.S. Communications Programs, 1976-83." Journalism Quarterly, 61 4 (Winter 1984) 841-846.

COMPUTER SCIENCES see PHYSICAL SCIENCES

CRIMINAL JUSTICE

GUIDE TO DEPARTMENT

Criminal Justice Education Directory. (Kobetz, Richard.)
Gaithersburg, MD: Intl. Assoc. of Chiefs of Police.
LOCATION: Reference CALL #: REF/HV/8143/.C74
LIBRARY HAS: 1978-80

RATING OF PROGRAM

DeZee, Matthew R. The Productivity of Criminology and Criminal Justice Faculty. Chicago, IL: Joint Commission on Criminology and Criminal Justice Education and Standards, June 1980. 37 p. (ERIC: ED207392).

DANCE

GUIDE TO DEPARTMENT

Dance Magazine College Guide
N.Y., NY: Dance MAgazine.
LOCATION: Reference CALL #: REF/GV/1623/.D26
LIBRARY HAS: 1985/86

SCHOOL AND PROGRAM INFORMATION

SPECIFIC PROGRAMS

ECONOMICS

GUIDE TO DEPARTMENT

Guide to Grad. Study in Economics and Ag. Econ.. (Owen, Wyn.)
Homewood, IL: Richard D. Irwin.
LOCATION: Reference CALL #: REF/HB/74.8/.G84
LIBRARY HAS: 1984

RATING OF PROGRAM

Laband, David N. "A Ranking of the Top U. S. Economics Departments by Research Productivity of Graduates." Journal of Economic Education, 17 (Winter 1986) 70-76.

Gilley, Otis W. "A Ranking of the Top U.S. Economics Departments by Research Productivity of Graduates: A Comment." Economic Education, 17 4 (Fall 1986) 307-309. (see PAMPHLET FILE)

Laband, David N. "A Ranking of the Top U. S. Economics Departments by Research Productivity of Graduates: Reply." Economic Education, 17, 4, (Fall 1986) 311-314. (see PAMPHLET FILE)

Graves, Philip E. and James R. Marchand and Randall Thompson. "Economics Departmental Rankings: Research Incentivies, Contraints, and Efficiency." American Economic Review 72 (December 1982) 1131-1141. (see PAMPHLET FILE)

Davis, Paul and Gustav F. Papenek. "Faculty Ratings of Major Economics Departments by Citations." American Economic review, 74 (March 1984) 225-230.

ENERGY

GUIDE TO DEPARTMENT

Energy Education Catalog. (Schiff, Gary.)
N.Y., NY: Academy for Educational Development.
LOCATION: Reference CALL #: REF/HD/9502/.U52/E488
LIBRARY HAS: 1981

SCHOOL AND PROGRAM INFORMATION

SPECIFIC PROGRAMS

ENGINEERING

GUIDE TO DEPARTMENT

Directory of Engineering Education Institutions
Paris, France: Unesco Press.
LOCATION: Reference CALL #: REF/T/165/.D57
LIBRARY HAS: 1986

SEFI Guide: Engineering Education in Europe. (C. Comina.)
Liege, Belgique: SEFI Information Committee.
LOCATION: Reference CALL #: REF/T/105/.E9
LIBRARY HAS: 1978

RATING OF PROGRAM

Jones, Lyle V., editor, and others. An Assessment of Research-Doctorate Programs in the United States: Engineering. Conference Board of Associated Research Councils. Washington, D.C.: National Academy Press, 1982. 200 p. ISBN-0-309-03336-5 (Product of the Committee on an Assessment of Quality-Related Characteristics of Research-Doctorate Programs in the United States. (ERIC ED243673).

"Evaluation of 326 Programs in Engineering." Chronicle of Higher Education 25, (December 1, 1982) 8,10. (Report of the National Academy Press study). (see PAMPHLET FILE)

ENGLISH see HUMANITIES

ENVIRONMENTAL STUDIES

GUIDE TO DEPARTMENT

Register of Environmental Engineering Graduate Programs.
Ann Arbor, MI: Ann Arbor Science Publishers.
LOCATION: Reference CALL #: REF/TD/157/.V47
LIBRARY HAS: 1981

SCHOOL AND PROGRAM INFORMATION

SPECIFIC PROGRAMS

FILM AND T.V.

GUIDE TO DEPARTMENT

Guide to College Courses in Film and Television. (C. Granate.)
Princeton, NJ: Peterson's Guides, Inc..
LOCATION: Reference CALL #: REF/LB/1043/.Z9/G84
LIBRARY HAS: 1980 (7th edition)

FINANCE

RATING OF PROGRAM

Kaufman, George G. "Rankings of Finance Departments by Faculty Representation on Editorial Boards of Professional Journals." Journal of Finance, 39 (September 1984) 1189-1197. (see PAMPHLET FILE)

FRENCH see HUMANITIES

GEOGRAPHY

GUIDE TO DEPARTMENT

Guide to Departments of Geography in the US and Canada
Washington, DC: Association of American Geographers.
LOCATION: Reference CALL #: REF/G/76.5/.U5/G8
LIBRARY HAS: 1985/86

RATING OF PROGRAM

Koelsch, William A. "'Better than Thou:' The Rating of Geography Departments in the United States, 1924-1980." Journal of Geography, 80 5 (September/October 1981) 164-169. (see PAMPHLET FILE)

De Souza, Anthony, Ingolf Vogeler and Brady Foust. "The Overlooked Departments of Geography." Journal of Geography, 80 (September/October 1981) 170-175. (see PAMPHLET FILE)

Warf, Barney and David S. Webster. Quality Rankings of Ph.D.-Granting Departments of Geography, 1925-1980. 1980. 21 p. (ERIC ED197698)

SCHOOL AND PROGRAM INFORMATION

SPECIFIC PROGRAMS

GEOLOGY see PHYSICAL SCIENCES

GERMAN see HUMANITIES

HIGHER EDUCATION

RATING OF PROGRAM

Keim, Marybelle C. Rockney. "Exemplary Graduate Programs in Higher Education." Educational Research Quarterly. 8 3 (1983) 4-11.

HUMANITIES

RATING OF PROGRAM

Jones, Lyle V. editor and others. An Assessment of Research-Doctorate Programs in the United States: Humanities. Conference Board of Associated Research Councils. Washington, D.C.: National Academy Press, 1982. 248 p. ISBN-0-309-03333-0 (Product of the Committee on an Assessment of Quality-Related Characteristics of Research-Doctorate Programs in the United States. (ERIC ED243336).

INSTRUCTIONAL DEVELOPMENT

RATING OF PROGRAM

Silber, Kenneth H. "An analysis of University training Programs for Instructional Development." Journal of Instructional Development. 6 1 (Fall 1982) 15-28. (see PAMPHLET FILE)

SCHOOL AND PROGRAM INFORMATION

SPECIFIC PROGRAMS

LANDSCAPE

GUIDE TO DEPARTMENT

Directory of Colleges and Univ....Landscape Related
McLean, VA: Associated Landscape Contractors of America.
LOCATION: Reference CALL #: REF/SB/469.4/.U6/D57
LIBRARY HAS: 1981

LAW

GUIDE TO DEPARTMENT

Barron's Guide to Law Schools
Woodbury, NY: Barron's Educational Series, Inc..
LOCATION: Reference CALL #: REF/KF/266/.B3
LIBRARY HAS: 1983

RATING OF PROGRAM

Schwartz, Louis B. "Ranking Law Schools." Journal of Legal Education 28 4 (1977) 530-531. (see PAMPHLET FILE)

Alstyne, Scott Van. "Ranking the Law Schools: The Reality of Illusion?" American Bar Foundation Research Journal (1982) 649-684. (see PAMPHLET FILE)

LIBRARY AND INFORMATION SCIENCE

RATING OF PROGRAM

White, Herbert S. "Perceptions by Educators and Administrators of the Ranking Library School Programs." College and Research Libraries 42 3 (May 1981) 191-202. (see PAMPHLET FILE)

White, herbert S. "Perceptions by educators and administrators of the ranking of library school programs: an update and analysis." Library Quarterly (July 1987) 57 252-68.

SCHOOL AND PROGRAM INFORMATION

SPECIFIC PROGRAMS

LINGUISTICS see also HUMANITIES

GUIDE TO DEPARTMENT

Directory of Programs in Linguistics: U.S. and Canada
Washington, DC: Linguistic Society of America.
LOCATION: Reference CALL #: REF/P/11/.L56
LIBRARY HAS: 1984

MANAGEMENT see BUSINESS or PUBLIC ADMINISTRATION

MATHEMATICS see PHYSICAL SCIENCES

MEDICINE

GUIDE TO DEPARTMENT

AAMC Directory of American Medical Education
Washington, D.C.: Association of American Medical Colleges.
LOCATION: Reference CALL #: REF/R/712/.A1/A8
LIBRARY HAS: 1985-86

Barron's Guide Medical and Dental Schools
Woodbury, NY: Barron's Educational Series, Inc..
LOCATION: Reference CALL #: REF/R/690/.B37
LIBRARY HAS: 1985

Barron's MCAT
Woodbury, NY: Barron's Educational Series, Inc..
LOCATION: Reference CALL #: REF/R/838.5/.B36
LIBRARY HAS: 1983

Guide to Education for Health Professionals
Washington, DC: Acropolis Books, Ltd..
LOCATION: Reference CALL #: REF/RA/745/.A75
LIBRARY HAS: 1979

SCHOOL AND PROGRAM INFORMATION

SPECIFIC PROGRAMS

MEDICINE

GUIDE TO DEPARTMENT

Medical School Admissions Requirements
Washington, DC: Association of American Medical Colleges.
LOCATION: Ready Reference CALL #: REF/R/745/.A8
LIBRARY HAS: 1984

New Directory of Medical Schools
Allenhurst, NJ: Aurea Publications.
LOCATION: Reference CALL #: REF/R/712/.A1/W5
LIBRARY HAS: 1983

No Nonsense Guide to Get You into Medical School
N.Y., NY: Monarch Press.
LOCATION: Reference CALL #: REF/R/838.4/.B4
LIBRARY HAS: 1979

Pharmacy School Admissions Requirements
Bethesda, MD: American Assoc. of Colleges of Pharmacy.
LOCATION: Reference CALL #: REF/RS/110/.P52
LIBRARY HAS: 1984

RATING OF PROGRAM

Swanson, August G. "Medical Education in the United States and Canada." Journal of Medical Education, 59 (November 1984) 35-56. (see PAMPHLET FILE)

MICROBIOLOGY see BIOLOGY

MUSIC see HUMANITIES

SCHOOL AND PROGRAM INFORMATION

SPECIFIC PROGRAMS

NURSING

GUIDE TO DEPARTMENT

State Approved Schools of Nursing
N.Y., NY: National League for Nursing.
LOCATION: Reference CALL #: REF/RT/79/.S72
LIBRARY HAS: 1984

RATING OF PROGRAM

Hayter, Jean. "Institutional Sources of Articles Published in 13 Nursing Journals, 1978-1982." Nursing Research 33, (November/December 1984) 357-362. (see PAMPHLET FILE)

Chamings, Patricia A. "Ranking the Nursing Schools." Nursing Outlook 32 (September/October 1984) 238-239. (see PAMPHLET FILE)

PHILOSOPHY see HUMANITIES

PHYSICAL EDUCATION

GUIDE TO DEPARTMENT

Directory of Graduate Physical Education Programs
Reston, VA: Am. Alliance for Sport, Phys. Ed. and Dance.
LOCATION: Reference CALL #: REF/GV/361/.D5
LIBRARY HAS: 1982

Physical Education Goldbook
Champaign, IL: Human Kinetics Publishers.
LOCATION: Reference CALL #: REF/GV/223/.P468
LIBRARY HAS: 1982/84

RATING OF PROGRAM

Spirduso, Waneen Wyrick. "Graduate program ranking in physical education." Quest (Champaign, Ill.) (August 1987) 39 103-112.

Massengale, John D. "Current status of graduate physical education: program demography and the issue of program ranking." Quest (Champaign, Ill.) (August 1987) 39 97-102.

SCHOOL AND PROGRAM INFORMATION

SPECIFIC PROGRAMS

PHYSICAL SCIENCES

RATING OF PROGRAM

Jones, Lyle V. editor and others. An Assessment of Research-Doctorate Programs in the United States: Mathematical & Physical Sciences. Conference Board of Associated Research Councils. Washington, D.C.: National Academy Press, 1982. 250 p. ISBN-0-309-03299-7 (Product of the Committee on an Assessment of Quality-Related Characteristics of Research-Doctorate Programs in the United States. (ERIC ED243675).

"Evaluations of 596 Programs in Mathematics, Physical Sciences." Chronicle of Higher Education, 25 (September 29, 1982) 9-10. (Reports on the National Academy Press study). (see PAMPHLET FILE)

PHYSIOLOGY see BIOLOGY

PHYSICS see also PHYSICAL SCIENCES

GUIDE TO DEPARTMENT

Graduate Programs: Physics and Astronomy
N.Y., NY: American Institute of Physics.
LOCATION: Science Library CALL #: REF/QC/30/.A552a
LIBRARY HAS: Latest

POLITICAL SCIENCE

GUIDE TO DEPARTMENT

Guide to Graduate Study in Political Science
Washington, DC: American Political Science Association.
LOCATION: Reference CALL #: REF/JA/88/.U6/G8
LIBRARY HAS: 1984

SCHOOL AND PROGRAM INFORMATION

SPECIFIC PROGRAMS

POLITICAL SCIENCE

RATING OF PROGRAM

Rudder, Catherine E. "Quality of Graduate Education in Political Science: A Report on the New Rankings." PS 16 (Winter 1983) 48-53. (see PAMPHLET FILE)

Welch, Susan and John R. Hibbing. "What Do the New Ratings of Political Science Departments Measure?" PS 16 (Summer 1983) 532-540. (see PAMPHLET FILE)

PSYCHOLOGY

GUIDE TO DEPARTMENT

Graduate Study in Psychology
Washington, D.C.: American Psychological Association.
LOCATION: Reference CALL #: REF/BF/77/.G73
LIBRARY HAS: 1984/1985

RATING OF PROGRAM

Hines, David. "Admissions Criteria for Ranking Master's-Level Applicants to Clinical Doctoral Programs." Teaching of Psychology 13 2 (April 1986) 64-67.

Jones, Lyle V., editor and other. An Assessment of Research-Doctorate Programs in the United States: Social & Behavioral Sciences. Conference Board of Associated Research Councils. Washington, D.C.: National Academy Press, 1982. 254 p. ISBN-0-309-03342-X (Product of the Committee on an Assessment of Quality-Related Characteristics of Research-Doctorate Programs in the United States. (ERIC ED243337).

SCHOOL AND PROGRAM INFORMATION

SPECIFIC PROGRAMS

PUBLIC ADMINISTRATION

RATING OF PROGRAM

Morgan David R. and Kenneth J. Meier and others. "Reputation and Productivity among U. S. Public Administration and Public Affairs Programs." Public Administration Review 41 (November/December 1981) 666-673. (see PAMPHLET FILE)

Morgan, David R. and Kenneth J. Meier. "Reputation and Productivity among U. S. Public Administration/Affairs Programs: Additional Data." Public Administration Review 42 (March/April 1982) 171-173. (see PAMPHLET FILE)

Adams, William C. "Size and Student Success in Public Administration/Affairs Programs." Public Administration Review 43 September/October 1983) 443-446. (see PAMPHLET FILE)

READING

GUIDE TO DEPARTMENT

Graduate Programs and Faculty in Reading. (P. Blomenberg.)
Newark, DE: International Reading Association.
LOCATION: Reference CALL #: REF/L/901/.B556
LIBRARY HAS: 1981

REGIONAL PLANNING

GUIDE TO DEPARTMENT

Guide to Graduate Education in Urban and Regional Planning
Milwaukee, WI: University of Wisconsin.
LOCATION: Reference CALL #: REF/HT/165.52/.G84
LIBRARY HAS: 1986

SCHOOL AND PROGRAM INFORMATION

SPECIFIC PROGRAMS

REGIONAL PLANNING

RATING OF PROGRAM

Kau James B. and Linda L. Johnson. "Regional Science Programs: A Ranking Based on Publication Performance." Journal of Regional Science 23 (May 1983) 177-186. (see PAMPHLET FILE)

SOCIAL SCIENCE

RATING OF PROGRAM

Jones, Lyle V., editor and other. An Assessment of Research-Doctorate Programs in the United States: Social & Behavioral Sciences. Conference Board of Associated Research Councils. Washington, D.C.: National Academy Press, 1982. 254 p. ISBN-0-309-03342-X (Product of the Committee on an Assessment of Quality-Related Characteristics of Research-Doctorate Programs in the United States. (ERIC ED243337).

SOCIAL WORK

GUIDE TO DEPARTMENT

World Guide to Social Work Education
N.Y., NY: Council on Social Work Education.
LOCATION: Reference CALL #: REF/HV/11/.R3125
LIBRARY HAS: 1984

RATING OF PROGRAM

Allen Rubin, Patricia G. Conway, Judith K. Patterson and Richard T. Spence. "Sources of Variation in Rate of Decline of Applications to MSW Programs." Journal of Education for Social Work 19 (Fall 1983) 48-58. (see PAMPHLET FILE)

SCHOOL AND PROGRAM INFORMATION

SPECIFIC PROGRAMS

SOCIOLOGY see also SOCIAL SCIENCE

GUIDE TO DEPARTMENT

Guide to Graduate Departments of Sociology
Washington, DC: American Sociological Association.
LOCATION: Reference CALL #: REF/LB/2372/.S6/G94
LIBRARY HAS: 1985

RATING OF PROGRAM

Lewis, Lionel. "Graduate Education: Evaluating the Evaluators--A Review Essay." Sociological Quarterly 25 (Winter 1984) 125-134 (see PAMPHLET FILE)

Sharp, John M. Eui Hang Shin and Leroy F. Smith. "Network Analysis of Departmental Prestige Based on the Origins of Faculty Degrees." Behavioral Science 27 (January 1982) 12-25. (see PAMPHLET FILE)

SPANISH see HUMANITIES

SPECIAL EDUCATION

RATING OF PROGRAM

Schloss, Patrick J. and Paul T. Sindelar. "Publication Frequencies of Departments Conferring the PhD in Special Education." Teacher Education and Special Education 9 3 (Summer 1986) 123-127. (see PAMPHLET FILE)

Sindelar, Paul T. and Patrick J. Schloss. "The Reputations of Doctoral Training Programs in Special Education." Journal of Special Education 20 1 (Spring 1986) 49-59. (see PAMPHLET FILE)

SCHOOL AND PROGRAM INFORMATION

SPECIFIC PROGRAMS

SPEECH COMMUNICATIONS

GUIDE TO DEPARTMENT

Directory of Graduate Programs: Communication...
Falls Church, VA: Speech Communication Assn..
LOCATION: Reference CALL #: REF/P/95/.D57
LIBRARY HAS: 1981 to 1982

RATING OF PROGRAM

Edwards, Renee J. and Larry L. Barker. "Perceptions of Highly Regarded Doctoral Programs in Selected Areas of Speech Communications: 1982." Communication Education 32 (October 1983) 63-68. (see PAMPHLET FILE)

Edwards, Renee J. and Larry L. Barker. "A Rating of Doctoral Programs in Speech Communication: 1982." Nov 1982 30p. Paper presented at the Annual Meeting of the Speech Communication Association (68th, Louisville, KY, November 4-7, 1982) ERIC: ED 224058). (see PAMPHLET FILE)

Edwards, Renee J. and Larry L. Barker. "A Rating of Doctoral Programs in Speech Communication, 1976." Association for Communication Administration Bulletin 20 (April 1977) 59-69. (see PAMPHLET FILE)

TRANSPORTATION

GUIDE TO DEPARTMENT

Directory of Transportation Education
Washington, DC: Dept. of Transportation.
LOCATION: Reference CALL #: REF/HE/192/.U5/U5
LIBRARY HAS: 1976

ZOOLOGY see BIOLOGY

SCHOOL AND PROGRAM INFORMATION

SPECIFIC PROGRAMS

ASSIGNMENT: If there is a DEPARTMENT GUIDE list a few of the key faculty members at a school of your choice.

_____ _____

_____ _____

If there is a source which rates the program of your choice list the top five schools:

_____ _____

_____ _____

_____ _____

COLLEGE CATALOGS

The Bailey/Howe Library subscribes to a microfiche service which has many of the recent graduate and undergraduate college catalogs from the U.S. as well as some of the older canadian and foreign college catalogs as well. Look in the MICROFORM AREA on the second floor.

College Catalogs Collection on Microfiche.
San Diego, CA: Career Guidance Foundation.
LOCATION: Bailey Micro. CALL #: Micro/378.73/C6866
LIBRARY HAS: Latest

ASSIGNMENT: Does the library have the college catalogs you are interested in obtaining?

SCHOOL	CATALOG (YES or NO)
_____	_____
_____	_____
_____	_____

FINDING OUT ABOUT THE FACULTY AND DEPARTMENTAL RESEARCH OUTPUT

Your interest in graduate research may have been sparked by a journal article or book. Who is the author? Where did they go to school? Are they Faculty members at a university? Which one?

Even if you can't identify a person whose research interest matches your own using the information you have obtained from the college catalog or from the departmental guides listed above you will have identified the names of faculty members teaching at institutions you are interested in attending. You can use this information to find out more about the individual faculty members and what the individual faculty members or department as a whole have been writing about.

ARE THEY FACULTY AND WHERE?

National Faculty directory.
Detroit: Gale.
LOCATION: Reference CALL #: REF/LD/1/.N34 LIBRARY HAS: Latest

Don't be surprised if the person you are looking for is not listed (I'm not!), bu it is the only one of its kind.

BIOGRAPHICAL SKETCHES

Biography and Genealogy Master Index.
Detroit: Gale.
LOCATION: Ready Reference CALL #: REF/Z/5305/.U5/B56
LIBRARY HAS: 1975 to present

Look under the person you are trying to find in each year of the index. The entry under the person's name will give you a coded form of a title of a biographical source. Look on the front inside cover to get the full title of the book. Then use LUIS to find out if the library has the book you need.

FACULTY PUBLICATIONS

There are a number of ways to identify what faculty members are writing about. A search might start with LUIS (a=) to identify books which this library owns by the faculty member. Perhaps the best place to look is in an index or abstract to periodical articles. Ask a REFERENCE LIBRARIAN to assist you to identify the best index in your area of interest. Three especially good indexes to scholarly articles in a wide range of disciplines are listed under INSTITUTIONAL PUBLICATIONS below.

FINDING OUT ABOUT THE FACULTY AND DEPARTMENTAL RESEARCH OUTPUT

INSTITUTIONAL PUBLICATIONS

In many cases it is possible to find out citations to books and periodical articles arranged by university department. While the list will not be complete it may give you a good idea of faculty members research interests. To find out about the university departments you are interested in begin with the three sources listed below. If you are unsuccessful ask a REFERENCE LIBRARIAN to recommend additional sources. When you write to the various university departments for information be sure to ask for a publications list. Frequently departmental alumni magazines will have a section devoted to faculty research.

Arts and Humanities Citation Index.
Philadelphia: Institute for Scientific Information.
LOCATION: Reference CALL #: REF/Z/1219/.A77

Science Citation Index.
Philadelphia: Institute for Scientific Information.
LOCATION: Dana Medical Library CALL #: Ask at Reference Desk

Social Science Citation Index.
Philadelphia: Institute for Scientific Information.
LOCATION: Reference CALL #: REF/Z/7161/.S65

Determine which broad category (Arts and Humanites, Science or Social Science) correspond to your interest and use the appropriate index. Within each index you have several access points. Use the SOURCE index to find out what a particular faculty member wrote in a certain year. Use the CORPORATE SOURCE index to find out what a department at a university has written. To do this you must look up the department first by state (or foreign country), then by city, by university, and by department. Once you have a short reference from the CORPORATE SOURCE index go to the SOURCE index for a complete citation (including title) and bibliography. Finally you can use the CITATION index to find out who has cited a faculty member in a specific year (one measure of how important the author's work is). If you need help when using these indexes be sure to ask a REFERENCE LIBRARIAN!!

ASSIGNMENT: list below several of the faculty members:

_____ _____

_____ _____

FINDING OUT ABOUT THE FACULTY AND DEPARTMENTAL RESEARCH OUTPUT

ASSIGNMENT (Cont.):

Choose one of the faculty members listed above and find their address using the National Faculty Directory.

_____

_____

_____

_____

Choose one of the faculty members and see if they have writen anything in 1983 version of one of the indexes listed above (use the SOURCE index section). If so list the reference below:

_____

_____

_____

Choose one of the university departments you are interested in attending (hint: pick the biggest) and find out what they have written using one of the appropriate indexes listed above (use the CORPORATE SOURCE section). Write the complete citation to the first reference found (include title but not bibliography) below:

_____

_____

_____

Using the 1986 version of the appropriate index listed above pick a faculty member and find out if anyone has cited his work in 1986. If so list the reference below:

_____

_____

_____

FINANCIAL AID -- GETTING STARTED

A key ingredient in deciding whether to go to school and where is money. Library sources exist which will prepare you for financing your education, assist you in identifying potential scholarship sources and alert you to grants which may fund your graduate research. Some general guides are listed below. For a list of other sources available in the library use LUIS using the subject headings below. For a more complete list of current titles look in the Subject Guide to Books in Print using the following subject headings:

College Costs--United States
Scholarships
Student Loan Funds
Fellowships and Scholarships
Grants-In-Aid--Directories
Research Support
Training Support
Student Loan Funds

Don't Miss Out: Guide to Scholarships and Loans. (R. Leider.)
Alexandria, VA: Octameron Associates.
LOCATION: Reference CALL #: REF/LB/2337.4/.D6
LIBRARY HAS: 1986-87

Financing College Education. (Kohl, K..)
N.Y., NY: Harper and Row Pubs., Inc..
LOCATION: Reference CALL #: REF/LB/2337.4/.K63
LIBRARY HAS: 1980

FINANCIAL AID SOURCES

GENERAL SOURCES

Financial Aid for Higher Education Catalog
Dubuque, IA: Wm. C. Brown Co..
LOCATION: Reference CALL #: REF/LB/2383/.K39
LIBRARY HAS: 1982

Finding Money for College. (Bear.)
Berkeley, CA: Ten Speed Press.
LOCATION: Reference CALL #: REF/LB/2337/.4/.B42
LIBRARY HAS: 1984

Scholarship Book (for undergraduates)
Englewood Cliffs, NJ: Prentice-Hall.
LOCATION: Reference CALL #: REF/LB/2338/.C36
LIBRARY HAS: 1984

FINANCIAL AID SOURCES

GENERAL SOURCES

Scholarships, Fellowships and Loans. (N. Feingold.)
Arlington, MA: Bellman Publishing Co..
LOCATION: Reference CALL #: REF/LB/2338/.F4
LIBRARY HAS: 1982

Student Guide to Fellowships and Internships
N.Y., NY: E.P. Dutton.
LOCATION: Reference CALL #: REF/LB/2338/.S843
LIBRARY HAS: 1980

Free Money For Professional Studies
New York: Barnes & Noble.
LOCATION: Reference CALL #: REF/LB/2338/.B58
LIBRARY HAS: 1985

SPECIAL AUDIENCES

SMART

A's And B's of Academic Scholarships. (R. Leider.)
Alexandria, VA: Octameron Associates.
LOCATION: Reference CALL #: REF/LB/2338/.L43
LIBRARY HAS: 1984

Booklet listing by state scholarships issued by universities and colleges. Limited to 4-year undergraduate and graduate schools.

ATHLETICS

Directory of Athletic Scholarships. (A. Green.)
N.Y., NY: G.P. Putnam's Sons.
LOCATION: Reference CALL #: REF/GV/583/.G73
LIBRARY HAS: 1981

WOMEN

Directory of Financial Aids for Women. (Schlachter, G..)
Santa Barbara, CA: ABC-Clio Information Services.
LOCATION: Reference CALL #: REF/LB/2338/.D57
LIBRARY HAS: 1985-86

FINANCIAL AID SOURCES

SPECIAL AUDIENCES

MINORITIES

Directory of Financial Aids for Minorities
Santa Barbara, CA: ABC-Clio Information Services.
LOCATION: Reference CALL #: REF/LB/2338/.D56
LIBRARY HAS: 1984/85

Directory of Special Programs for Minority Group Member
Garrett Park, MD: Garrett Park Press.
LOCATION: Reference CALL #: REF/L/901/J64
LIBRARY HAS: 1980

Financial Aid for Minorities in Engineering. (Holloway, C..)
Garrett Park, MD: Garrett Park Press.
LOCATION: Reference CALL #: REF/TA/157/.H544
LIBRARY HAS: 1981

Financial Aid for Minorities in Law. (N.J. Dickenson.)
Garrett Park, MD: Garrett Park Press.
LOCATION: Reference CALL #: REF/KF/273/.D49
LIBRARY HAS: 1980

Scholarships Available to BLack, Am. Indian, Spanish, Students
Pasadena, CA: Pasadena Community Service Commission.
LOCATION: Reference CALL #: REF/LB/2338/.S337
LIBRARY HAS: 1978

HUMANITIES

Directory of Grants in the Humanities
Phoenix, AZ: Oryx Press.
LOCATION: Reference CALL #: REF/AZ/188/.U5/D57
LIBRARY HAS: 1986

Free Money for Humanities Students
N.Y., NY: Barnes and Noble Books.
LOCATION: Reference CALL #: REF/AZ/188/.U5/B58
LIBRARY HAS: 1985

FINANCIAL AID SOURCES

SPECIAL AUDIENCES

PHYSICAL SCIENCES

Free Money For Science Students
New York: Barnes And Noble.
LOCATION: Reference CALL #: REF/Q/183.3/.A1/B58
LIBRARY HAS: 1985

Directory Of Grants In The Physical Sciences
Phoenix, AZ: Oryx.
LOCATION: Reference CALL #: REF/Q/145/.D57
LIBRARY HAS: 1986

INTERNATIONAL STUDENTS

Scholarships For International Students.
Alexandria, VA: Octameron Press.
LOCATION: Reference CALL #: REF/LB/2338/.S36
LIBRARY HAS: 1986

FINANCIAL AID -- GRANTS

Grants For Graduate Students.
Princeton, NJ: Peterson.
LOCATION: Reference CALL #: REF/LB/2338/.G692
LIBRARY HAS: Latest

Complete Grants Sourcebook for Higher Education.
Washington, DC: American Council on Education.
LOCATION: Reference CALL #: REF/LB/2336/.B38
LIBRARY HAS: 1985

Directory of Research Grants.
Phoenix, AZ: Oryx Press.
LOCATION: Reference CALL #: REF/LB/2338/.D57
LIBRARY HAS: 1984

Foundation Grants to Individuals.
N.Y., NY: Foundation Center.
LOCATION: Reference CALL #: REF/LB/2336/.F68
LIBRARY HAS: 1984

Grants Register
N.Y., NY: St. Martin's Press.
LOCATION: Reference CALL #: REF/LB/2338/.G7
LIBRARY HAS: Latest

FINANCIAL AID -- GRANTS

Directory Of Grants In The Physical Sciences
Phoenix, AZ: Oryx.
LOCATION: Reference CALL #: REF/Q/145/.D57
LIBRARY HAS: 1986

Directory of Grants in the Humanities
Phoenix, AZ: Oryx Press.
LOCATION: Reference CALL #: REF/AZ/188/.U5/D57
LIBRARY HAS: 1986

Annual Register of Grant Support.
Wilmette, IL: National Register.
LOCATION: Reference CALL #: REF/AS/911/.A2/A67
LIBRARY HAS: Latest

CURRENT NEWS

Chronicle of Higher Education
Lancaster, PA: Editorial Projects for Education.
LOCATION: Periodicals CALL #: Ask at Per. Desk
LIBRARY HAS: Paper copy kept until microfilm arrives
LOCATION: Bailey Micro. CALL #: Ask at Microform desk
LIBRARY HAS: 1966 to present

EXAMINATION PREPARATION SECTION.

There are a great variety of aids designed to improve your performance on college entrance exams several of which are listed below. For a list of those available in the library use LUIS using the subject headings below. For a more complete list of current titles look in the Subject Guide to Books in Print using the subject headings:

Universities and Colleges -- Examinations
Graduate Record Examination
Miller Anologies Test

SELECTED TITLES AT BAILEY/HOWE LIBRARY

Barron's GRE
Woodbury, NY: Barron's Educational Series, Inc..
LOCATION: Reference CALL #: REF/LB/2367.4/.B76
LIBRARY HAS: 1982

101 Tips for Scoring High on the GRE
N.Y., NY: Arco.
LOCATION: Reference CALL #: REF/LB/2367.4/.M37
LIBRARY HAS: 1985

EXAMINATION PREPARATION SECTION

SELECTED TITLES AT BAILEY/HOWE LIBRARY

New Rudman's Questions And Answers On The GMAT
Syosset, NY: National Learning.
LOCATION: Reference CALL #: REF/HD/30.413/.R82
LIBRARY HAS: 1982

Official Guide to GMAT
Princeton, NJ: Educational Testing Service.
LOCATION: Reference CALL #: REF/HF/1118/.O4x
LIBRARY HAS: 1982

Barron's How to Prepare for the Miller Analogies Test.
Woodbury, NY: Barron's Educational Series, Inc..
LOCATION: Reference CALL #: REF/LB/2367.6/.S74
LIBRARY HAS: 1981

INTERNATIONAL STUDY

You may decide to study abroad for all or part of your graduate education the following is a list of library resources which may be of use to you. For a list of other sources available in the library use **LUIS** using the subject headings below. For a more complete list of current titles look in the Subject Guide to Books in Print using the following subject headings:

Educational exchanges
Foreign Study

GENERAL GUIDES

Academic Year Abroad
N.Y., NY: Institute of International Education.
LOCATION: Reference CALL #: REF/LB/2376/.L42
LIBRARY HAS: 1986

Global Guide to International Education.
New York: facts on File.
LOCATION Reference CALL #: REF/L/900/.H66
LIBRARY HAS: 1984

INTERNATIONAL STUDY

GENERAL GUIDES

How to Get a Job Overseas
N.Y., NY: Arco Publishing, Inc..
LOCATION: Reference CALL #: REF/HF/5549.5/.E45/C35
LIBRARY HAS: 1984

International Directory of Higher Research Institutions
Paris, France: UNESCO Press.
LOCATION: Reference CALL #: REF/LB/2324/.I56
LIBRARY HAS: 1981

International Work Camp Directory
Belmont, VT: Volunteers for Peace.
LOCATION: Reference CALL #: REF/HD/6271/.I57
LIBRARY HAS: 1985

Learning Vacations. (Eisenberg, G..)
Princeton, NJ: Peterson's Guides, Inc..
LOCATION: Reference CALL #: REF/L/901/.E48
LIBRARY HAS: 1982

Looking for Employment in Foreign Countries. (Angel, Juveaal L..)
N.Y., NY: World Trade Academy Press.
LOCATION: Reference CALL #: HF/5549.5/.E45/A9/1985
LIBRARY HAS: 1985

New Guide to Study Abroad.
N.Y., NY: Harper and Row Pubs., Inc..
LOCATION: Reference CALL #: REF/LB/2376/.N37
LIBRARY HAS: 1981 to 1982

Open Doors. (D. Boyan.).
N.Y., NY: Institute of International Education.
LOCATION: Reference CALL #: REF/LB/2283/.I615
LIBRARY HAS: 1978/79

Overseas Summer Jobs.
Cincinnati, OH: Writers' Digest Books.
LOCATION: Reference CALL #: REF/HD/6270/.D5
LIBRARY HAS: 1984

Prentice-Hall Global Employment Guide. (Powell.)
Englewood Cliffs, NJ: Prentice-Hall, Inc..
LOCATION: Reference CALL #: REF/HF/5549.5/.E45/P69
LIBRARY HAS: 1983

INTERNATIONAL STUDY

GENERAL GUIDES

Schools Abroad of Interest to Americans
Boston, MA: Porter Sargent Publishers, Inc..
LOCATION: Reference CALL #: REF/L/900/.S36
LIBRARY HAS: 1982/83

Study Abroad
Paris, France: UNESCO Press.
LOCATION: Reference CALL #: REF/LB/2338/.S86
LIBRARY HAS: 1983-1986

Summer Jobs Britain
Cincinnati, OH: Writer's Digest Books.
LOCATION: Reference CALL #: REF/HF/5382.5/.G7/S87
LIBRARY HAS: 1986

Teach Oversees. (Webster.)
N.Y., NY: Maple Tree Publishing.
LOCATION: Reference CALL #: REF/LB/2283/.W43
LIBRARY HAS: 1984-85

Vacation Study Abroad. (Cohen, G..)
N.Y., NY: Institute of International Education.
LOCATION: Reference CALL #: EF/LB/2375/.S8
LIBRARY HAS: 1984

Whole World Handbook. (Cohen, G..)
N.Y., NY: Council on International Education Exchange.
LOCATION: Reference CALL #: REF/LB/2376/.W48
LIBRARY HAS: 1978

World Guide to Higher Education
N.Y., NY: UNIPUB.
LOCATION: Reference CALL #: REF/LB/2322/.W67
LIBRARY HAS: 1982

You Can Travel Free
Gretna, LA: Pelican Publishing Co..
LOCATION: Reference CALL #: Ref/G/151/.K57
LIBRARY HAS: 1985

INTERNATIONAL STUDY

DIRECTORIES

International Handbook of Universities
Hawthorne, NY: DeGruyter.
LOCATION: Reference CALL #: REF/L/900/.I62
LIBRARY HAS: 1983

World of Learning
N.Y., NY: Europa.
LOCATION: Ready Reference CALL #: REF/AS/2/.W6
LIBRARY HAS: Latest

U.S. GOVERNMENT JOBS ABROAD

How to Get an Oversees Job with the U.S. Government
Burbank, CA: Oversees Employment Guides.
LOCATION: Reference CALL #: REF/LB/2338/.D57
LIBRARY HAS: Latest

FINANCIAL AIDS

Directory of Financial Aid for American Undergraduates
Garden City, NY: Adelphi University.
LOCATION: Reference CALL #: REF/LB/2338/.D57
LIBRARY HAS: 1981-82

Directory of Financial Aid for International Activities. (S. Nelson.)
Minneapolis, MN: Univ. of Minnesota Press.
LOCATION: Reference CALL #: REF/Z/4900/.D573
LIBRARY HAS: 1981

DIRECTORIES OF UNIVERSITIES ABROAD BY COUNTRY

ASIA see also JAPAN

Directory of National Institutions of Educational Planning and Administration in Asia and the Pacific.
Bangkok, Thailand: UNESCO.
LOCATION: Reference CALL #: REF/L/960/.U53
LIBRARY HAS: 1985

INTERNATIONAL STUDY

DIRECTORIES OF UNIVERSITIES ABROAD BY COUNTRY

CANADA

Directory of Canadian Universities
Ottawa, CA: Assoc. of University and Colleges of Canada.
LOCATION: Reference CALL #: REF/L/905/.C452
LIBRARY HAS: 1984/85

COMMONWEALTH COUNTRIES

Commonwealth Universities Yearbook
London, England: Association of Commonwealth Universities.
LOCATION: Reference CALL #: REF/LB/2310/.Y5
LIBRARY HAS: 1985

GREAT BRITAIN

British Qualifications. (Priestly.)
London, England: Kogan Page Ltd..
LOCATION: Reference CALL #: REF/L/915/.P7
LIBRARY HAS: 1974

Guide to Graduate Studies in Great Britain
N.Y., NY: APS Publications.
LOCATION: Reference CALL #: REF/LA/637/.T64
LIBRARY HAS: 1974

Students' Guide to Graduate Studies in the UK
Cambridge, England: Hobsons Limited.
LOCATION: Reference CALL #: REF/LB/2371/.S78
LIBRARY HAS: 1984

Heritage in Education.
London, Gabbitas-Thring.
LOCATION: Reference CALL #: REF/L/915/.H54
LIBRARY HAS: 1984

INTERNATIONAL STUDY

DIRECTORIES OF UNIVERSITIES ABROAD BY COUNTRY

JAPAN

Japanese Universities and Colleges
Tokyo, Japan: Tosho Printing Co..
LOCATION: Reference CALL #: REF/L/961/.J3/J3
LIBRARY HAS: 1963

MIDDLE EAST

Study & Research Oppurtunities in the Middle East & North Africa.
Washington, D.C.: America-Mideast Educational & Training Services.
LOCATION: Reference CALL #: REF/L/967/.S78
LIBRARY HAS: 1985

ALTERNATIVE EDUCATION OPTIONS

Included in this section are library resources on nontraditional degrees and nontraditional methods of obtaining a degree.

Nontraditional College Routes to Careers.
New York: Simon & Schuster.
LOCATION: Reference CALL #: REF/LA/27.3/.S68
LIBRARY HAS: 1975

Alternative Guide to College Degres and Non-Traditional Higher Education.
New York: Grosset & Dunlap.
LOCATION: Reference CALL #: REF/LB/2360/.B4
LIBRARY HAS: 1980

Who Offers Part-Time Degree Programs?
Princeton, NJ: Peterson's.
LOCATION: Reference CALL #: REF/LB/2381/.W53
LIBRARY HAS: 1981

Guide to External Degree Programs in the U.S.
New York: Macmillan.
LOCATION: Reference CALL #: REF/LB/2381/.G84
LIBRARY HAS: 1983

ALTERNATIVE EDUCATION OPTIONS

Guide to Educational Credit by Examiniation.
New York: Macmillan.
LOCATION: Reference CALL #: REF/LB/2353.67/.G85
LIBRARY HAS: 1987

Geting College Course Credits by Examination to Save $$$.
New York: McGraw Hill.
LOCATION: Reference CALL #: REF/LB/2367/.H33
LIBRARY HAS: 1979

Independent Study Catalog.
Princeton, NJ: Peterson's.
LOCATION: Reference CALL #: REF/L/901/.I56
LIBRARY HAS: 1986-1988

Macmillan Guide to Correspondence Study.
New York: Macmillan.
LOCATION: Reference CALL #: REF/L/901/.M26
LIBRARY HAS: 1985

CITIES

INTRODUCTION

Whether you decide to go to school or seek a job you are likely to be considering relocating to a new city. Is city X for you? Can you live in a city without an Indonesian restaurant? The following section contains sources of information within the library that you can use to find out about a city before you actually move there. BASIC SOURCES list frequently overlooked or forgotten library resources all people considering relocating can use. Use the section on DESCRIPTIVE INFORMATION to get a quick overview of your city. Sources which rank and compare cities can be found in the COMPARATIVE DATA section. Then several sections follow on finding out about specific issues including: EMPLOYMENT, EARNINGS & COST OF LIVING; TAXES, CRIME, CLIMATE, HEALTH and CULTURAL LIFE. Preparing in advance for traveling to another city is covered in the TRAVEL section.

BASIC SOURCES

The following are frequently overlooked sources of important useful information.

TELEPHONE DIRECTORIES

Telephone Books
U.S.A., Some in Canada: Various Phone Companies.
LOCATION: Reference
LIBRARY HAS: Major U.S., some Canadian and overseas

Phone books are useful when looking at a new city in a thousand unexpected ways. Some of the most obvious uses include: Using the yellow pages as a directory of potential employers arranged by type of work. Identifying the location and phone number of federal, state and local agencies you need to contact (e.g. How do I get a driver's license?). Getting a sense of the social and cultural life of the community: How many movie theaters are there? Are they part of a chain? How many restaurants are there and how much variety? What are the large department stores? What about museums? Phone books list the names of local moving companies, real estate agents, motels and hotels, airlines, buses and train information etc.

The Bailey/Howe library receives telephone books (white and yellow pages) for the major cities in the U.S. They are arranged alphabetically by state and within state are alphabetic by city. There is a list of the telephone books received, and their dates available at the Reference Desk. To obtain your own copy of an out of state (or Canadian) phone book call your local phone company and expect to pay for them.

BASIC SOURCES

TOLL FREE PHONE NUMBERS

These sources are useful in many contexts beyond 800 numbers for airlines and budget hotel reservations and federal agencies.

AT & T Toll-Free 800 Business Directory.
Basking Ridge, NJ: AT & T.
LOCATION: Reference CALL #: REF/HE/8811/.T645
LIBRARY HAS: Latest

Toll Free Digest.
Claverack, N.Y.: Toll Free Digest.
LOCATION: Reference CALL #: REF/HE/8811/.T64
LIBRARY HAS: Latest

CHAMBERS OF COMMERCE

Johnson's World Wide Chamber of Commerce Directory
Coveland, CO: Johnson Publishing.
LOCATION: Reference CALL #: REF/HF/294/.J63
LIBRARY HAS: 1985

A local of chamber of commerce can be a great source of useful, free, information about economic data, the local business climate and area. Lists Chambers of Commerce by state and city giving for each: manager or president, address, telephone number. In addition the volume provides: foreign chambers in principal cities; the Dean of the Diplomatic Corps and order of precedence; foreign embassies and consular offices and officers in the U.S.; and U.S. consulates and embassies and their officers worldwide.

World Directory of Chambers of Commerce
Paris, France: ICC Service.
LOCATION: Reference CALL #: REF/HF/294/.W67
LIBRARY HAS: 1981

BASIC SOURCES

LOCAL NEWSPAPERS AND TRADE PUBLICATIONS

Gale Publications Directory
Detroit, MI: Gale.
LOCATION: Ready Reference CALL #: REF/Z/6951/.A97
LIBRARY HAS: Latest

Local newspapers and trade publications are as underated as local phone books are as sources of information. Employment listings. Real Estate listings? What's going on in local politics? Are there sewage problems? Are the tax rates going to double? What's showing at the movies? Is there anything to do in town?

Most newspapers and trade publications of any size will have a mail subscription service. This publication helps you identify the local newspaper in the United States, Puerto Rico, Virgin Islands, Canada, Bermuda, Panama, and the Philippines in your intended city and gives you the address, phone number and price information you'll need. In addition each listing will include: frequency, circulation, names of editors, and publishers. Has descriptive and statistical matter about each state and good maps.

NATIONAL MAGAZINES

Magazines can be a great source of hard to find information about cities. The first source below is designed to get you to information about a city. The second source is an index to popular magazine articles that includes listings by city.

Periodical Literature on U.S. Cities.
Westport, CT: Greenwood Press.
LOCATION: Reference CALL #: REF/Z/5942/.S464
LIBRARY HAS: 1983

Readers Guide to Periodical Literature.
Bronx, N.Y.: H. W. Wilson.
LOCATION: Reference Index Table CALL #

RADIO AND TELEVISION STATIONS

Broadcasting and Cablecasting Yearbook.
Washington, D.C. Broadcasting Publications.
LOCATION: Reference CALL #: REF/HF/8689/.B77
LIBRARY HAS: Latest

Will even give you the call numbers and frequencies of the AM stations if you own a good AM receiver!

BASIC SOURCES

RADIO AND TELEVISION STATIONS

Television & Cable Factbook.
Washington, D.C.: Television Digest.
LOCATION: Reference CALL #: REF/HD/9696/.T46/T442
LIBRARY HAS: Latest

GOVERNMENT

Many times the only way to obtain information on school districts, state employment agencies, state tourist boards etc. These directories list who to write or call.

Municipal Yearbook
Washington, DC: International City Management Assn..
LOCATION: Reference CALL #: REF/JS/344/.C5/A24
LIBRARY HAS: Latest

Municipal Year Book "presents data from surveys conducted by the staff of the International City Management Association, along with information culled from the best sources of local government data. These data are presented in individual and aggregate tables along with thoughtful analyses and timely information about local government operations for public officials, researchers, academicians, and others interested in local governments." Each volume is divided into six sections: Local Government Profiles, the Intergovernmental Dimension, Personnel Issues, Management Issues and Trends, Directories, and References (bibliographic). Indexing is cumulative, covering the last five years.

State Executive Directory.
Washington, D.C.: Carroll Publishing.
LOCATION: Ready Reference CALL #: JK/2482/.E94/S76
LIBRARY HAS: Latest

State Information Book.
Rockville, MD: INFAX.
LOCATION: Reference CALL #: REF/JK/2679/.S82
LIBRARY HAS: Latest

DESCRIPTIVE INFORMATION

These sources are useful for a quick overview of a city. The intent of these guides is principally to aid tourists rather than prospective residents however the information is frequently useful. Also look at the travel section of the library for standard tourist information typified by the Fodor or Mobil travel guides.

Editor & Publisher Market Guide.
New York: Editor & Publisher.
LOCATION: Reference CALL #: REF/HF/5905/.E38
LIBRARY HAS: Latest

Entries for each U.S. and Canadian city covered include: Location of city on a map; Railroads, Bus, airline and freight company names; population and households; number of passenger autos; number and size of banks; principal industries by type and number of wage earners; climate; tap water; shopping centers and retail outlets; newspapers.

Congressional Districts in the 1980s.
Washington, D.C. Congressional Quarterly.
LOCATION: Reference CALL #: REF/JK/1341/.C63
LIBRARY HAS: 1983

For each district the following information can be obtained: A narrative description of its major characteristics, agriculturally, geographically, industrially; population; land area; racial and ethnic breakdowns; universities; principal industries; newspapers; television stations; military installations and also election returns. The information in this sources is largely on census data.

Business Traveller's Handbook (U.S. and Canada)
N.Y., NY: Paddington Press.
LOCATION: Reference CALL #: REF/E/158/.B975
LIBRARY HAS: 1981

Cities of the World
Detroit, MI: Gale Research Co..
LOCATION: Reference CALL #: REF/G/183.4/.C57
LIBRARY HAS: 1982 + 1 supplement

Encyclopedia of American Cities
N.Y., NY: E.P. Dutton.
LOCATION: Reference CALL #: REF/HT/123/.U38
LIBRARY HAS: 1980

COMPARATIVE DATA

There is a growing interest in this type of data but close scrutiny of the methods used to arrive at the rankings is in order.

Book of American City Rankings
N.Y., NY: Facts on File, Inc..
LOCATION: Reference CALL #: REF/HT/123/.M2984
LIBRARY HAS: 1983

Book of American Rankings
N.Y., NY: Facts on File, Inc..
LOCATION: Reference CALL #: REF/HA/217/.S8
LIBRARY HAS: 1979

Finding Your Best Place to Live in America
W. Babylon, NY: Red Lion Books.
LOCATION: Reference CALL #: REF/HT/123/.B665
LIBRARY HAS: 1981

Places Rated Almanac
Chicago, IL: Rand McNally and Co..
LOCATION: Reference CALL #: REF/HN/60/.B69
LIBRARY HAS: 1985

199 American Cities Compared. (A. N. Garwood.)
Burlington, VT: Information Publications.
LOCATION: Reference CALL #: REF/HA/214/.A13
LIBRARY HAS: 1984
LOCATION: Documents CALL #: Ask At Desk
LIBRARY HAS: 1984

Sales and Marketing Management.
New York: Bill Communications.
LOCATION: Reference CALL #: REF/HF/5438/.A343
LIBRARY HAS: Latest

Most frequently used is the "Survey of Buying Power."

OTHER SOURCES OF COMPARATIVE STATISTICAL DATA

The data that the ranking sources listed above use to draw their conclusions are frequently obtained from the sources listed below.

County and City Data Book
Washington, D.C.: Government Printing Office.
LOCATION: Ready Reference CALL #: REF/HA/202/.A36
LIBRARY HAS: Latest(1983)
LOCATION: Documents CALL #: C3.134/2
LIBRARY HAS: 1949 to present

Intended as a supplement to Statistical Abstract, provides detailed statistical information on: 1) census regions, divisions and states, 2) Standard Federal Administrative Regions and states, 3) counties, 4) Standard Metropolitan Statistical Areas, and 5) cities with 25,000 inhabitants or more. Includes many relevant charts and appendixes. All data taken from the latest census figures.

State and Metropolitan Area Data Book. (Bureau of Census.)
Washington, D.C.: Government Printing Office.
LOCATION: Ready Reference CALL #: REF/HA/202/.S84
LIBRARY HAS: Latest
LOCATION: Reference CALL #: REF/HA/202/.S84
LIBRARY HAS: 1982
LOCATION: Documents CALL #: C3.134/5:
LIBRARY HAS: 1979 to present

American Statistics Index
Washington, DC: Congressional Information Service.
LOCATION: Reference CALL #: REF/Z/7554/.U5/A46
LIBRARY HAS: 1973 to present

Published in two parts: ASI/Index and ASI/Abstracts. ASI/Index provides access to statistical information the U.S. government publishes either periodically, irregularly, or as monographs, including access to over 800 government periodicals. Indexes are by 1) subjects and names, 2) categories, which include references to publications, tables, etc. that contain statistical data with geographic breakdowns (city, country, income, industry, occupation, etc.), demographic breakdown (age, disease, race, sex, etc.), 3) titles, and 4) agency report numbers. ASI/Index refers to ASI/Abstracts which provides the full bibliographic citation of the document and a brief abstract. A sample entry in the front of each volume explains the entry format . American Statistics Index may be searched by computer.

EMPLOYMENT, EARNINGS & COST OF LIVING

Area Wage Surveys. (Bur. of Labor Stat..)
Washington, D.C.: Government Printing Office.
LOCATION: Documents CALL #: L 2.3
LIBRARY HAS: Latest

A recurring survey of occupational earnings and benefits done by the Bureau of Labor Statistics. Data are collected from about 70 metropolitan areas in about 50 representative occupations including: office, clerical, professional and technical, maintenance and powerplant, custodial and material movement occupations in the major industries.

Employment and Earnings. (Bureau of Labor Stat.)
Washington, D.C.: Government Printing Office.
LOCATION: Documents CALL #: L2.41/2:
LIBRARY HAS: 1954 to present

Employment and Unemployment in States and Local Areas
Washington, D.C.: Government Printing Office.
LOCATION: Documents CALL #: L2.41/10:
LIBRARY HAS: Latest

Handbook of Labor Statistics
Washington, DC: Dept. of Labor.
LOCATION: Reference CALL #: REF/HD/8051/.A62
LIBRARY HAS: 1985
LOCATION: Documents CALL #: L2.3/5:
LIBRARY HAS: 1969 to present

Summarizes information and statistics from the various publications of the Bureau, and from other government publications on related subjects. "In general, each table is complete historically, beginning with the earliest reliable consistent data..."

Monthly Labor Review
Washington, D.C.: Government Printing Office.
LOCATION: Documents CALL #: L2.6:(vol.)/number
LIBRARY HAS: 1915 to present

U.S. Bureau of Labor Statistics. Monthly Labor Review. Washington, D.C.: Bureau of Labor Statistics, 1915-Monthly.

Each issue has a statistical section which covers current labor statistics on employment, wages and salaries, industrial accidents, hours of employment, labor turnover, cost of living, etc. Annual statistical supplement and annual index.

EMPLOYMENT, EARNINGS & COST OF LIVING

JOBS BY REGION

How To Get A Job In Dallas/Fort Worth
Chicago, IL: Surrey Books.
LOCATION: Reference CALL #: REF/HF/5382.75/.U62/C353
LIBRARY HAS: 1984

How To Get A Job In Los Angeles
Chicago, IL: Surrey Books.
LOCATION: Reference CALL #: REF/HF/5382.75/.U62/K53
LIBRARY HAS: 1985

How To Get A Job In Chicago
Chicago, IL: Surrey Books.
LOCATION: Reference CALL #: REF/HF/5382.75/.U62/N53
LIBRARY HAS: 1986

TAXES

Look for municipal takes as well as state taxes in certain localities.

All States Tax Guide
Englewood Cliffs, NJ: Prentice-Hall, Inc..
LOCATION: Reference CALL #: REF/KF/6750/.A6/P73
LIBRARY HAS: Latest

Book of States
Lexington, KY: Council of State Governments.
LOCATION: Reference CALL #: REF/JK/2403/.B6
LIBRARY HAS: 1984-85

Information Please Almanac
N.Y., NY: Simon and Schuster, Inc..
LOCATION: Ready Reference CALL #: REF/AY/641..I55
LIBRARY HAS: Latest

National Directory of State Agencies
Arlington, VA: Information Resources Press.
LOCATION: Reference CALL #: REF/JK/2443/.N37
LIBRARY HAS: 1982 to 1983

TAXES

World Almanac and Book of Facts
N.Y., NY: Newspaper Enterprise Association.
LOCATION: Ready Reference CALL #: REF/JK/2443/.N37
LIBRARY HAS: Latest
LOCATION: Reference CALL #: REF/JK/2443/.N37
LIBRARY HAS: 1870,1891,1893,1895 to last year

CRIME

Sourcebook of Criminal Justice Statistics
Washington, D.C.: Government Printing Office.
LOCATION: Reference CALL #: REF/HV/7245/.N37b
LIBRARY HAS: 1981
LOCATION: Documents CALL #: J29.9:
LIBRARY HAS: 1978 to present

A statistical compendium that provides national, regional and state data in the areas of crime and law, police activity, prosecution and defense, courts and corrections. Also provides an annotated list of sources and references and comprehensive index. Earlier editions are in Documents Collection (J29.9: SD-SB and J26.10: SD-SB-6)

Uniform Crime Reports
Washington, D. C.: Government Printing Office.
LOCATION: Documents CALL #: J1.14/7
LIBRARY HAS: 1930 to present

CLIMATE

Weather of U.S. Cities.
Detroit, MI: Gale Research Co..
LOCATION: Reference CALL #: REF/QC/983/.W395
LIBRARY HAS: 1981

Climate Advisor
Flushing, NY: Climate Guide Publications.
LOCATION: Reference CALL #: REF/QC/982.8/.C38
LIBRARY HAS: 1977

Climates of the States. (NOAA.)
Port Washington, NY: Gale Research Co.
LOCATION: Reference CALL #: REF/QC/983/.R83
LIBRARY HAS: 1980 2nd edition (2 volumes)
LOCATION: Documents CALL #: C55.202:C61
LIBRARY HAS: Latest

CLIMATE

Climatological Data. (U.S. Env. Data Servi.)
Washington, D.C.: Government Printing Office.
LOCATION: Documents CALL #: C55.214:
LIBRARY HAS:

Weather Almanac
Detroit, MI: Gale Research Co..
LOCATION: Reference CALL #: REF/QC/983/.R83
LIBRARY HAS: 1981

HEALTH

Where you Live may be Hazardous to your Health. (R. Shackman.)
Briarcliff Manor, NY: Stein and Day.
LOCATION: Reference CALL #: REF/RA/565/.S5
LIBRARY HAS: 1979

CULTURAL

Festivals Sourcebook
Detroit, MI: Gale Research Co..
LOCATION: Reference CALL #: REF/GT/4802/.F47
LIBRARY HAS: 1984

Official Museum Directory, U.S., Canada
Washington, DC: American Assoc. of Museums.
LOCATION: Ready Reference CALL #: EF/AM/10/.A2/O4
LIBRARY HAS: Latest

TRAVEL

ATLAS

Rand McNally Commercial Atlas and Marketing Guide
Chicago, IL: Rand McNally and Co..
LOCATION: Ref. Index Table CALL #: REF/FOLIO/G/1019/.R22
LIBRARY HAS: Latest

Useful for the factual and statistical data it conveys as well as the maps.

TRAVEL

ATLAS

Standard Highway Mileage Guide
Chicago, IL: Rand McNally and Co..
LOCATION: Reference Oversize CALL #: REF/FOLIO/G/1201/.P1/R3
LIBRARY HAS: 1982

When the company offers to pay mileage this is the authoritative source to use.

HOTELS & MOTELS

Hotel and Motel Red Book
N.Y., NY: American Hotel and Motel Association.
LOCATION: Reference Oversize CALL #: REF/TX/907/.045
LIBRARY HAS: Latest

Tends to be the more expensive hotels centrally located. Will gurarentee the rates quoted...if you pay more they will make up the difference.

AIRLINES

Official Airlines Guide
Oak Brook, IL: Official Airlines Guide.
LOCATION: Reference CALL #: REF/TL/720.8/.037
LIBRARY HAS: Latest

When you are looking to find the least expensive way to a city look here before you try the travel agent. The library receives: (1) the North American edition and (2) the Worldwide edition. Each volume is updated on a monthly basis. Guides for the use of these volumes appear at the end of the volumes.